



**ORDINANCE NO. 4003**

**AN ORDINANCE ADOPTING A FUND BALANCE POLICY FOR THE CITY OF ANACORTES**

**Whereas;** Ordinance 2995 approved on November 21, 2016 adopted a comprehensive fund balance policy for the City of Anacortes; and

**Whereas;** the City of Anacortes recognizes there are necessary clarifications as to which Accounting Funds and which types of expenditures are included in the Emergency Reserve Calculation; and

**Whereas;** after discussion with Mayor, staff and City Council, those edits have been incorporated into said City of Anacortes Fund Balance Policy;

**Now, therefore, the City Council of the City of Anacortes does ordain as follows:**

Section 1. Ordinance 2995 dated November 21, 2016 is hereby repealed.

Section 2. The attached document dated December 2021 entitled *City of Anacortes Fund Balance Policy* is hereby adopted as the official fund balance policy of the City.

Section 3. Effective Date. This ordinance shall take effect from and after five (5) days after its passage and publication as required by law.

**PASSED AND APPROVED** this 13th day of December, 2021.

**CITY OF ANACORTES:**

*Laurie Gere*

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Laurie Gere, Mayor

**ATTEST:**

*St D Hoglund*

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Steven D. Hoglund, City Clerk-Treasurer

**Approved as to Form:**

*Darcy Swetnam*

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Darcy Swetnam, City Attorney

# City of Anacortes

## Fund Balance Policy

December 2021

### Purpose

The City desires to maintain a prudent level of financial resources to guard its citizens against service disruption in the event of unexpected temporary revenue shortfalls or unanticipated and extraordinary one-time expenditures. Also, it is both prudent and fiscally responsible for the City of Anacortes to develop and maintain the financial reserves necessary to replace aging capital equipment and infrastructure. This policy will ensure that the City of Anacortes maintains adequate fund balances and reserves in order to:

1. Provide sufficient cash flow for daily financial needs,
2. Provide funding for necessary and desired capital improvements
3. Provide funding for necessary replacement and maintenance of assets
4. Offset significant economic downturns or revenue shortfalls, and
5. Provide funds for unforeseen expenses related to emergencies

### Definitions

1. Fund Balance Classifications, as defined by generally accepted accounting principles (GAAP):
  - a. Nonspendable – consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.
  - b. Restricted – consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.
  - c. Committed – consists of amounts that are subject to a purpose constraint imposed by a formal action of the government’s highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint.
  - d. Assigned – consists of amounts that are subject to a purpose constraint that represents an intended use established by the government’s highest level of decision-making authority, or by their designated body or official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund, assigned fund balance represents the residual amount of fund balance.
  - e. Unassigned – represents the residual classification for the government’s general fund, and could report a surplus or deficit. In funds other than the general fund, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.
2. A “reserve” refers to funds set aside for commitments in the future or for emergencies.

3. "Fund Balance" is defined as the excess of assets over liabilities. It varies as revenues are collected and deposited in the fund, assets are acquired or liquidated (i.e., sold, depreciated, or discarded), debt is incurred, and as expenses are made from the fund.
4. "Unrestricted Revenues" refers to general revenues including sales tax, property tax, and utility tax.
5. "Governmental Operating Funds" are funds General 001, Parks 101, Cemetery 102, Library 103, and Ambulance 110.
6. Expenditures are actual expenditures and do not include capital expenditures, nor ambulance billing write-offs, nor depreciation, nor other non cash expenditures that may be processed through the accounting system.

### **Basic Guidelines**

1. We intend to achieve our vision in a way that maintains appropriate reserves. Reserves are a necessary component of protecting our vision.
2. Reserves are intended for specific purposes and will be used only for those purposes.
3. Reserves are intended to incentivize departments to save and plan long term.

### **Minimum Fund Balances**

#### *Nonspendable, Restricted, or Assigned Funds - Mandatory*

The City of Anacortes currently has several funds that are either nonspendable, restricted, or assigned. These funds will be maintained at their legally restricted balances. E.G. The Forest Land Endowment Fund, AMC 3.46.010.

#### *Replacement Reserve Funds - Mandatory*

The City of Anacortes created two equipment replacement reserve funds to fund replacement of equipment over time by allocating part of each year's budget to this reserve. Each reserve fund is dedicated to a single purpose, one being vehicles and equipment and the other being computing equipment. These reserve fund balances are based on replacement cost and age of the equipment. The reserve should have a balance sufficient to replace each piece of equipment by the end of the equipment's useful life. In order to ensure the reserve is properly funded, the balance will be calculated annually based on replacement cost of each piece of equipment and the years remaining before replacement.

#### *Economic Stabilization Reserve Fund - Target*

A reserve account entitled "Economic Stabilization Reserve Fund" is established in the General Fund. Although accounted for in the General Fund, this reserve fund is intended for use when needed by the chosen governmental operating funds 001, 101, 102, 103, and 110. The reserve may also be known as the "Rainy Day Fund" and is considered to be a portion of committed fund balance. The use of this fund is intended to be after other unreserved fund balances have been spent, elevating the importance of this fund to more serious need situations. The Economic Stabilization Reserve Fund:

1. Has a targeted balance equal to 17% of the annual expenditures of the chosen governmental operating funds by the City of Anacortes;
2. May be spent, after approval of a majority plus one city council members, and after unreserved fund balance has been spent, as follows;

- a. Up to 100% of the available funds may be used for a bona fide natural causes emergency;
  - b. Up to 25% of the fund may be used to balance the next year's budget (and only for one year) if the next year's revenues are projected to be less than 90% of the current year's projected revenues; or
  - c. Up to 25% of the fund may be used to balance the next year's budget (and only for one year) to pay for a new unfunded judicial, state, or federal mandate that is imposed on the City.
3. Must be replenished within three years at a rate of at least one third of the outstanding balance per year.

#### *Utility Rate Stabilization Fund Balance*

A reserve account entitled "Utility Rate Stabilization Fund Balance" is established in each enterprise utility fund. This reserve is to be used to smooth rate changes due to unanticipated expenses or loss of revenue of the utility. If used, this fund will be replenished and customer rates will increase to recover the expense.

- a. The target balance must be 10% of the annual revenues of the utility funds.
- b. Must be replenished within three years at a rate of at least one third of the outstanding balance per year.

#### *Unassigned Fund Balance*

After all other fund balances and reserves are considered, it is the desire of the City to maintain a fund balance of 10% of fund specific expenditures.

#### **Surplus Fund Balance**

Should unassigned fund balance of the General Fund ever exceed the desired level, the City will consider such fund balance surpluses for one time expenditures that are nonrecurring in nature and which will not require substantial additional future expenses, outlays for maintenance, additional staffing or other recurring expenditures.

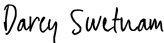
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Enabled Security Settings:	Allow per session cookies

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