



## MEMORANDUM

**TO:** City Council

**FROM:** Nicole Valentine, Administrative Services Director

**BY:** Lynda Horejsi, Accounting Manager

**SUBJECT:** Consideration of Cash Disbursement Ratification

**DATE:** February 22, 2022

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### **SUMMARY OF ACTION:**

Review and ratify cash disbursements.

### **IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:**

There is a \$828,962.48 fiscal impact that includes the following items:

- Accounts Payable Checks \$463,202.89
- Payroll & Benefit Checks \$365,759.59

### **RECOMMENDATION:**

Ratify the attached listing of cash disbursements for the period of January 16 through January 31, 2022.

### **BACKGROUND:**

Cash disbursements are made weekly based on the submission of all required documents supporting the invoices submitted for payment. Prior to payment, Administrative Services staff reviews all disbursement documents to ensure that they meet the approval requirements adopted in the Municipal Code and the City's Purchasing Policies and Procedures Manual.

### **ANALYSIS OF ISSUES:**

The attached listing represents the cash disbursements required of normal and usual operations during the period. The disbursements are accounted for in the FY 2021-22 budget.

### **ALTERNATIVES:**

The following alternatives are provided for the Council's consideration:

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1. Approve staff's recommendation;
2. Do not approve staff's recommendation; or
3. Provide other direction to staff.

**ADVANTAGES:**

- The Administrative Services Department monitors payments of invoices for accountability, accuracy, and completeness using standards approved by the City Council.
- Invoices are paid in a timely manner to establish goodwill with merchants.
- Discounts are taken where applicable.

**DISADVANTAGES:**

There are no disadvantages identified in this recommendation.

**ENVIRONMENTAL REVIEW:**

No environmental review is required for this item.

**PUBLIC NOTIFICATION AND COMMENTS:**

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachments:

1. January 16 – January 31, 2022 – Accounts Payable Check Register
2. January 28, 2022 – Payroll and Benefit Check Registers