

<b>Reviewed By:</b>	
DH	<u>X</u>
CM	<u>X</u>
CA	

**CITY OF DANA POINT**

**DATE: JANUARY 15, 2008**

**TO: CITY MANAGER/ HONORABLE MAYOR AND CITY COUNCIL**

**FROM: MIKE KILBREW, DIRECTOR OF ADMINISTRATIVE SERVICES**

**SUBJECT: CITY TREASURER’S REPORT, NOVEMBER 2007**

**RECOMMENDED ACTION:**

The City Council receive and file the City Treasurer's Report for the month of November, 2007.

**DISCUSSION:**

Government Code §53600 states that the Treasurer or Chief Financial Officer of the City shall render a report on investments at least quarterly to the legislative body. The City Council has directed that this report be rendered on a monthly basis. The attached monthly Treasurer's Report satisfies the requirements of Government Code §53600.

**NOTIFICATION/FOLLOWUP:**

None required.

**FISCAL IMPACT:**

None.

**SUPPORTING DOCUMENTS:**

**PAGE**

- A. [City Treasurer’s Report, November 2007](#) .....2
- B. [Local Agency Investment Fund Account Statement, November 2007](#).....3

**SUPPORTING DOCUMENT A**

CITY OF DANA POINT CITY TREASURER'S REPORT For the Month Ended November 30, 2007									
<b>CASH ACTIVITY FOR THE MONTH:</b>									
Cash and Investments as of 10/31/07									\$48,473,764.21
Cash Receipts									4,210,944.28
Cash Disbursements									(3,602,363.71)
Cash and Investments as of 11/30/07									\$49,082,344.78
<b>CASH AND INVESTMENT PORTFOLIO AS OF NOVEMBER 30, 2007:</b>									
Type of Investment/Coupon/CUSIP #	Institution/Issuer	Yield to Maturity	Maturity Date	# Days to Maturity	Par Value	Market Value (1)	Book Value		
Demand Deposit	Bank of America	N/A	N/A	N/A	\$577,115.81	\$577,115.81	\$577,115.81 (2)		
Petty Cash	City of Dana Point	N/A	N/A	N/A	4,200.00	4,200.00	4,200.00		
Local Agency Investment Fund	State of California	4.96%	12/01/2007	1	24,176,028.97	24,176,028.97	24,176,028.97		
Treasury Note, 5.500%, (9128273X9)	U.S. Government	4.75%	02/15/2008	77	4,275,000.00	4,294,366.00	4,275,000.00		
Treasury Note, 5.625%, (9128274F6)	U.S. Government	4.98%	05/15/2008	167	3,950,000.00	3,990,408.00	3,950,000.00		
Treasury Note, 4.625%, (912828FT24)	U.S. Government	4.74%	09/30/2008	305	3,950,000.00	3,990,132.00	3,950,000.00		
Treasury Note, 4.875%, (912828CE4)	U.S. Government	4.88%	01/31/2009	428	4,025,000.00	4,105,178.00	4,025,000.00		
Treasury Note, 4.875%, (912828FE5)	U.S. Government	4.71%	05/15/2009	532	3,975,000.00	4,075,925.00	3,975,000.00		
Treasury Note, 4.000%, (912828HD5)	U.S. Government	3.91%	09/30/2009	670	4,150,000.00	4,217,105.00	4,150,000.00		
					\$49,082,344.78	\$49,430,458.78	\$49,082,344.78		
<b>REPORT ON COMPLIANCE WITH STATEMENT OF SAFEKEEPING AND INVESTMENT OF PUBLIC FUNDS</b>									
The City is in compliance with the adopted Statement of Safekeeping and Investment of Public Funds.									
<b>REPORT OF ABILITY TO MEET REQUIRED EXPENDITURES FOR THE NEXT SIX MONTHS</b>									
Based upon currently budgeted revenues and expenditures, the City currently has sufficient liquid financial resources to meet anticipated expenditures during the period 12/01/07 through 06/01/08.									
<b>WEIGHTED AVERAGE MATURITY OF PORTFOLIO</b>									
As of November 30, 2007, the weighted average days to maturity of the City's investment portfolio is 182 days.									
<b>FOOTNOTES TO REPORT/DEFINITION OF TERMS:</b>									
(1) The market value of U.S. Government Securities was provided by the custodial agent, Union Bank. For the Local Agency Investment Fund the market value represents the contract value (a copy of the most recent account statement is attached hereto). For all other investments, the market value is equal to book value.									
(2) Book value of demand deposits equals the bank balance minus outstanding checks plus deposits-in-transit.									
Par Value: Equals face value of security (value of the security when it reaches maturity).									
Market Value: The last price for which a security was bought or sold. In this case, the value as of the last day of the month of this report.									
Cost Basis: The cash amount paid by the City to purchase the security, net of cumulative amortized purchase premiums and/or discounts.									

SUPPORTING DOCUMENT B

BILL LOCKYER, Treasurer



STATE OF CALIFORNIA

OFFICE OF THE TREASURER  
SACRAMENTO

Local Agency Investment Fund  
PO Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001  
www.treasurer.ca.gov/pmia-laif

November, 2007 Statement

Account Number : 98-30-237

CITY OF DANA POINT  
Attn: ACCOUNTING MANAGER  
33282 GOLDEN LANTERN  
DANA POINT CA 92629

Transactions

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
11-19-2007	11-19-2007	RW	1147703	ANDREW GLASS	- 500,000.00
11-28-2007	11-28-2007	RD	1148541	ANDREW GLASS	1,000,000.00

Account Summary

Total Deposit :	1,000,000.00	Beginning Balance :	23,676,028.97
Total Withdrawal :	- 500,000.00	Ending Balance :	24,176,028.97

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