

City of San Leandro
2017 Reporting Requirements

Requirement	Time Frame	Responsible Party	Government Authority	Entity Receiving Report	Report Cycle
1 Form 1099 - City contractor payments Contractors		Finance Staff	IRS	IRS	Annual
	January 31	Finance Staff	IRS	Contractor	Annual
Federal and State reporting	March 15	Finance Staff	IRS	Federal and State	Annual
2 Single Audit Report	March 31	Finance Staff	OMB Circular A-133	Federal Audit Clearinghouse/ State Controller	Annual
3 Investment Policy Review	June 30	Finance Director	G.C. 53600	City Council, Public	Annual
4 Annual Operating and Capital Budgets	June 30	Finance Director and City Manager	San Leandro City Charter §505 thru 520	City Council, City's Website, Public	Annual
5 Annual Budget in Brief	July 30	Finance Director	City Council	City Council, Public	Annual
6 Annual Tax Rates and Service Fees CPI Update	June 30	Finance Director	SLAC 6-4-100, SLMC 2-18-210, 2-2- 500, 2-13-140	Alameda County and Service Providers	Annual
7 Annual Loss Run Reports (Tort claims and Workers' Compensation claims)	July 20	Risk Management	GAAP	Actuary	Annual

8 Annual Lien Reports	August 10	Finance Director	SLMC 2-2-556, 3-6-210, 3-2-255, 4-6-410, 3-14-820, 1-12-600 and Calif. Streets & Hwy Code §5600 (22-7-3)	Alameda County Tax Assessors Office	Annual
9 Annual Insurance Claims Report	September 30	Risk Management	GAAP	City Auditors	Annual
10 Report of all financial transactions to State Controller in a form prescribed by the State Controller	31-Jan	Finance Director	G.C. 53891	State Controller	Annual
11 Financial transactions report to State Controller for Special Districts	31-Jan	Finance Director	G.C. 53891	State Controller	Annual
12 Report of Expenditures for Streets and Roads	October 1	Finance Staff	G.C. 2151-2152	State Controller	Annual
13 Annual report on developer fees collected (DFSI)	December 31	Finance Staff	G.C. 66006 (b)	City Council/Finance Committee	Annual

14 Comprehensive Annual Financial Report (CAFR)	December 31	Finance Director	Bondholders	Finance Committee, multiple agencies, bond holders, newspaper and city's webpage	Annual
15 Government Compensation in California	October 18	Finance Staff	GC 53891	State Controller	Annual
16 Measure B and BB sales tax	December 31	Finance Staff	ACTC	ACTC	Annual
17 Measure F VLF revenue	December 31	Finance Staff	County	County	Annual
18 Transportation Development Act (TDA)	December 31	Finance Staff	MTC	State Controller, MTC	Annual
19 Possessory Interest Report	15-Feb	Finance Staff	Assessor	Assessor	Annual
20 Annual Report on Voter-approved Obligations including Community Facility District(CFD)	January	Finance Director	G.C. 53411	City Council	Annual
21 Mandated Cost Reimbursement Requests	January	Consultant (Maximus)	G.C. 17560	State Controller	Annual
22 Gann Appropriation Limit	June 30 (submitted with Budget)	Finance Staff	G.C. 7910	City Council	Annual

23	Data gathering for Mandated Cost Reimbursement Requests	September	City Staff	G.C. 17560	Various Agencies	Annual
24	Employees W-2 Wage statement Employees	January	Finance Staff	IRS	federal and state	Annual
	Federal and State reporting	January 31	Finance Staff		Employees	Annual
25	Monthly Bank Reconciliation	March 15	Finance Staff		Federal and State City Auditors	Annual Monthly
26	PERS retirement reporting	30 days after each month end	Finance Staff	GAAP		
27	Investment monthly and quarterly reports - to legislative body	End of each pay period	Finance Staff	GAAP	CalPERS	Monthly
		30 days from end of period	Finance Director	GC 53646 (b)	City Council	Quarterly
28	Federal quarterly payroll wage reports (941)	Quarterly	Finance Staff	Internal Revenue Code	Federal and State	Quarterly
29	Financial quarterly reports - revenues, expenditures and fund balances	Quarterly	Finance Director	G.C. 41004	City Council	Quarterly
30	Grant reports (COPS, JAG, frontline)	Quarterly	Finance Staff	fed and state grants	Multiple Agencies	Quarterly

31	Recognized Obligations Payment Schedule (ROPS)	August 1 and February 1	Finance Staff	HSC 34177.7 (o) (1)	Alameda County	Semi Annual
32	Public Records Act Requests	10 days from request date	Finance Staff/ Risk Management	G.C. 6250	Public	Constant
33	2012 Pension Obligation Bonds Annual Disclosure to SEC repository	3/31/2012 & July 15	Finance Staff	Bond Docs	Multiple Agencies	Annual
34	2008 Tax Allocation Bonds Annual Disclosure to SEC repository	31-Mar	Finance Staff	Bond Docs	Multiple Agencies	Annual
35	2013 Refunding Lease Revenue Bonds Annual Disclosure to SEC repository	31-Mar	Finance Staff	Bond Docs	Multiple Agencies	Annual
36	2016 Refunding Lease Revenue Bonds Annual Disclosure to SEC repository	31-Mar	Finance Staff	Bond Docs	Multiple Agencies	Annual
37	Business Licenses renewal	31-Jan	Finance Staff	City Ordinance	City Council	Annual

38	Maintenance of Effort Police	June	Finance Staff	AB 2788	Alameda County	Annual
39	Measure HH, OO, PP, NN annual report	October	Finance Staff	Ballot	Measure HH, OO, PP, NN committee	Annual
40	Federal Asset Forfeiture ESAC	August 31st	Finance/PD	U.S.C.** 21 §881 (e)(3)	Dept. of Justice	Annual

Notes:

OMB is Office of Management and Budget of the federal government

G.C. is Government Code of the state government

GAAP is Generally Accepted Accounting Principles

SLMC is San Leandro Municipal Code

ESAC is Equitable Sharing Agreement and Certification

U.S.C. United States Code

HSC is Health and Safety Code