



**MEMORANDUM**

Rent Stabilization Program  
Community Development Department

**DATE:** August 23, 2021

**TO:** Rental Housing Committee

**FROM:** Anky van Deursen, CSFRA Program Manager

**SUBJECT:** Quarterly Financial Expenditures, Fiscal Year 2020-21 through June 30, 2021

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**RECOMMENDATION**

Review the attached Quarterly Financial Expenditures Report for Fiscal Year 2020-21 through June 30, 2021 (Attachment 1 to the Memorandum).

**BACKGROUND**

On June 1, 2020, the Rental Housing Committee (RHC) adopted the CSFRA Fiscal Year 2020-21 budget for \$2,151,017.92 (this number was adjusted slightly based on a final salaries and benefit calculation).

The RHC has requested staff to present on a quarterly basis an overview of the expenditures of the RHC budget.

**ANALYSIS**

The Quarterly Financial Report is divided into Personnel Services, Nonpersonnel Services, Capital Outlay, and Interfund Expenditures/Interfund Expenditures Transfer. A summary review is as follows:

- a. As of June 30, 2021, 73.52% of the Personnel budget is expended. Based on 100% of the fiscal year being completed, this is below budget due to:
  - Vacancy for the administrative position.
  - The work performed for and charged to the other departments for assistance with, e.g., various COVID-related programs such as the Eviction Moratorium, and Rent Relief Programs.

- b. As of June 30, 2021, 39.75% of the Nonpersonnel budget is expended and a further 39.57% encumbered. With the fiscal year completed, this low level is mainly caused by:
- Certain service providers billing on a quarterly basis and quarterly invoices that will be received in the next quarter of 2021;
  - Lower than anticipated legal fees; and
  - Fewer amount of petitions being filed and hearings being scheduled than anticipated, resulting in less than budgeted Hearing Officer and Facilitator fees.
- c. As of June 30, 2021, 0% of the Capital Outlay budget is encumbered. Further deliverables upon completion of next phases for the database management system are expected to be incurred in the following quarters.
- d. As of June 30, 2021, the budgeted amounts for interfund expenditures and transfers have occurred. It is the City's practice to post these expenditures in December as this reflects halfway through the fiscal year.

### **FISCAL IMPACT**

The Fiscal Year 2020-21 adjusted budget amounts to \$2,151,017.92. Total revenues will be sufficient to fund all expenditures for this past fiscal year. Staff will be returning to the RHC on a quarterly basis for an update on incurred expenses compared to the Budget for Fiscal Year 2021-22.

**PUBLIC NOTICING** – Agenda posting.

AvD/JS/1/CDD/RHC  
895-08-23-21M

Attachment: 1. Quarterly Financial Report (Fiscal Year 2020-21 through June 30, 2021)