



POLICY TITLE: Interfund Loan Policy

POLICY NUMBER: 2174

PURPOSE

This policy documents requirements and responsibilities to be followed regarding borrowing between funds of the Cambria Community Services District.

The purpose of this policy is to ensure that all interfund loans are appropriate, properly documented, and not established to the detriment of the fund issuing the loan.

POLICY

Interfund loans may not be used to solve ongoing structural budget problems. Interfund loans should be limited to addressing short-term issues within one fund (e.g., a major emergency repair).

Interfund loan recommendations and agreements must include the loan amount, an identified repayment source and the date or timing of repayment. Repayment of all loans will be made within a maximum of seven (7) years of the loan being made.

The term of the interfund loan may continue over a period of more than one year, but must be “temporary” in the sense that no permanent diversion of the lending fund results from the failure to repay by the borrowing fund. Additionally, interfund loans should not hinder the accomplishment of any function or project for which the lending fund was established.

The agreements may include an interest component that equals the investment earnings the fund would have received had the loan not occurred. Loans made from the District General Fund to either the Water or the Wastewater Fund may include interest at the discretion of the Board and as recommended by the General Manager or designee.

The Board of Directors must approve all interfund loans by resolution. The interfund loan agreement will be included as an exhibit to the resolution.

Payments made on outstanding loans shall be reflected in the proposed and adopted operating budget and in the annual financial statements. The annual financial statements will also include the loan amount, term, rate of interest, and amount of interest due on the total amount of the loan.

If the borrowing fund continues to maintain a negative cash balance for periods beyond the term of the loan, scheduled payments should be postponed until the fund has a positive cash balance.

Postponement of any loan payment shall not be for more than one year in duration, unless approved by Board resolution. Interest should continue to accrue and be added to the principal of the loan.

Modifications to existing loans may be made only with Board approval.

DEFINITION

Interfund loans are loans from one District fund to another District fund for a designated purpose.

Interfund loans may be made for the following reasons:

- To offset timing differences in cash flow;
- To provide interim financing in conjunction with obtaining long-term financing;
- For short-term borrowing in place of external financing;
- To provide operating capital for utility funds while the customer base increases;
- For other needs as deemed appropriate by the Board of Directors.

Interfund loan monies may only be used for the purpose identified in the authorizing resolution. Records of interfund loan transactions will be maintained in accordance with generally accepted accounting principles and will reflect the balances of loans in every fund affected by such transactions.

SAMPLE LOAN DOCUMENT

INTERFUND LOAN AGREEMENT

The Cambria Community Services District (“District”) hereby adopts this Interfund Loan Agreement (“Agreement”) authorizing the transfer of funds by and between the Cambria Community Services District General Fund (“General Fund”) and the Cambria Community Services District Wastewater Fund (“Wastewater Fund”).

RECITALS

- A. The Wastewater Fund requires an interfund loan in order to fund a shortfall from the _____ Fiscal Year of \$_____ that was the result of unanticipated and necessary repairs at the Wastewater Treatment Plant, and to address deficiencies in the District’s wastewater infrastructure and system.
- B. The District desires and has the resources necessary to facilitate an interfund loan from the General Fund to the Wastewater Fund.
- C. This Agreement is executed for the purpose of evidencing the obligation of the Wastewater Fund to the General Fund for the repayment of monies loaned to the Wastewater Fund by the General Fund.

AGREEMENT

- 1. The District agrees to transfer from the General Fund to the Wastewater Fund the amount of _____ as of _____.
- 2. The term of this interfund loan shall be for a five (5) year period and shall accrue interest at a simple rate of _____ per annum.
- 3. The Wastewater Fund shall make annual payments based upon the Repayment Schedule contained in Exhibit “A,” attached hereto and incorporated herein by reference. The Wastewater Fund shall repay the General Fund in full by _____.
- 4. District staff is directed to make necessary appropriation adjustments to effectuate this interfund loan.
- 5. District staff is directed to appropriately record this loan in the District’s ledger system and subsequent financial reports, as necessary.

IN WITNESS WHEREOF, this Agreement is executed by duly authorized officers of the Cambria Community Services District this ___ day of _____, 20__.