



POLICY AND PROCEDURES

Subject: LID BOND CALL PROCEDURES			Index:	
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Effective Date: 01/01/96	Supersedes:	Page: 1 of 1	Prepared by: P. Alvarado	Approved by:

POLICY:

In accordance with each LID Bond Ordinance, the City is required to collect assessments and redeem bonds annually on the bond anniversary dates.

POSITION:

Deputy Finance Director

PROCEDURES:

1. After the annual assessment due date of the LID, the amount of available cash and investment is determined in the bond fund. The first obligation is to pay the interest due on the bonds for the current year.
2. Determine what amount is available to call bonds in denominations as noted in the ordinance, keeping the amount of interest reserved for the next year's interest.
3. Prepare "Notice of Redemption" to be faxed to the fiscal agent as per Bond Ordinance timelines. Prepare any other notices or publications as stated in the Bond Ordinance.
4. Pay for bonds and interest when billed by the City's fiscal agent on the bond due date.
5. Update LID spreadsheet for outstanding LID debt.
6. Prepare Journal Entry to book current bonds payable and to adjust Long Term Debt funds available.