

# City of Santa Clara Business Processes – Santa Clara Stadium Authority Reimbursements

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## **Background:**

All time spent by city staff on Stadium Authority operations and development are to be reimbursed by the Stadium Authority to the City of Santa Clara. Time is tracked via various activity codes as described in the **9.1 CSC Stadium Labor Analysis** procedures.

## **Business Process:**

- (1) After the payroll period that contains an event is analyzed (see **9.1 CSC Stadium Labor Analysis** procedures) copy and paste the appropriate TL payroll data into either the development or operations worksheet for each payroll period. These are located at: I:\Stadium Authority\FYXXXX\Payroll Data\Dev and I:\Stadium Authority\FY1516\Payroll Data\Op respectively.
- (2) Summarize the TL data by employee and copy the pertinent results on the Internal Staffing Summary tab (EE ID, Name, Title, Dept, Total Hours, and Gross Pay). Also add the Benefits and OH percentages.
- (3) For the development related costs, record an expense in the Stadium Authority to account string 875-8327-80770-4912 and a revenue in the City of Santa Clara to account string 001-8327-57075 with a due-to/due-from as the offset.
- (4) For the operations related costs, record an expense in the Stadium Authority to account string 875-8345-87800 and a revenue in the City of Santa Clara to account string 001-8345-57075 with a due-to/due-from as the offset.
- (5) On a monthly basis cash is wired from the Stadium Authority to the City of Santa Clara to pay off the respective due-to/due-from totals.