



Request for City Council Committee Action from the Department of Finance and Property Services

Date: March 24, 2014

To: Council Member John Quincy, Chair, Ways and Means Budget Committee

Referral to: None

Subject: Rollover of 2013 Appropriation

Recommendation: Receive and File

Previous Directives: None

Department Information

Prepared by: Connie L. Griffith, Controller

Approved by: Kevin Carpenter, Chief Financial Officer

Presenters in Committee: Connie Griffith, Controller

Reviews N/A

- Permanent Review Committee (PRC): Approval ___ Date _____
- Civil Rights Approval Approval ___ Date _____
- Policy Review Group (PRG): Approval ___ Date _____

Financial Impact *(delete all lines not applicable to your request)*

- No financial impact
- Action requires an appropriation increase to the Operating Budget
Dept Name: see attached
Fund Name: _____
Project Name & Number (if capital budget): _____ - _____
Amount: \$ _____
- Action requires use of fund balance

Community Impact N/A

- Neighborhood Notification
- City Goals
- Comprehensive Plan
- Zoning Code
- Other

Supporting Information:

The City has closed out its financial records for 2013, and work is underway to compile this information for the 2013 Comprehensive Annual Financial Report (CAFR). The Finance and Property Services Department staff, in cooperation with the other departments, has reviewed the year-end status of budgets and activities associated with those budgets. Occasionally, there are items that were planned to happen in the budget year, but due to certain circumstances or directives, were delayed or not completed. The City's Adopted Financial Policies provides a mechanism for budget appropriation to be "rolled" over into the following budget year if the circumstances meet the following specific criteria laid out in the policies:

- 1) Be a valid encumbrance;
- 2) Be a one-time expenditure and not a recurring budget item;
- 3) Have a purpose consistent with the department's business plan and be included as part of the department's planned expenditures for the year;
- 4) Have the budget year appropriation balance available for the encumbered item; and
- 5) Have a positive fund financial position, i.e., status of the fund relative to work out plans and whether the fund's spending in the preceding year had expense in excess of revenue.

Finance and Property Services is reporting that the rollover requests listed on Appendix A meet the above criteria, and the Finance Officer has approved amending the 2014 appropriation resolutions to increase the budgets in the funds as attached.