Request for City Council Committee Action
From the Finance Department

Date: March 22, 2004
To: Ways and Means Committee
Referral to: None

Subject: 4th quarter 2003 Financial Status Report, Requests for reappropriation of 2003 remaining budget to 2004

Recommendation
1. Acceptance of 4th Quarter 2003 Financial Status Report
2. Passage of a resolution to amend the 2004 general appropriation resolution to increase the budgets in the funds and agencies as set forth in appendix A.

Previous Directives
None.

Prepared or Submitted by Charles Elliott, Controller, 673-2621

Approved by: Patrick Born, City Finance Officer _____

John Moir, City Coordinator _____

Presenters in Committee Charles Elliott, Controller

Financial Impact (Check those that apply)
____ No financial impact - or - Action is within current department budget.
(If checked, go directly to Background/Supporting Information)

___ Action requires an appropriation increase to the Capital Budget
__x_ Action requires an appropriation increase to the Operating Budget
___ Action provides increased revenue for appropriation increase
___ Action requires use of contingency or reserves
___ Other financial impact (Explain):

___n/a Request provided to the Budget Office when provided to the Committee Coordinator

Community Impact (use any categories that apply)
__Neighborhood Notification
__City Goals
__Comprehensive Plan
__Zoning Code
__Other
_x_Not applicable

Background

Reappropriation Requests

City departments may request reappropriation of unspent funds from 2003 to 2004. The criteria by which these requests are reviewed are as follows:

(1) **A valid encumbrance** (i.e., the department had reserved the funds during 2003)
(2) **One-time (not a recurring budget item)** – The expense is unique to 2003 business (completion of a special project or contract) and is not a part of the department's ongoing activities which are appropriated annually.
(3) **2003 appropriation balance available for the encumbered item** – The department has savings in 2003 to cover the expenditure.
(4) **The purpose should be consistent with the departments' business plan.**
(5) **Financial position of the fund** – The fund in question has sufficient retained earnings (for the business-like enterprise funds) or fund balance (for governmental funds). Consideration is also given to the effect on the following year's fund balance in the general fund.

Finance forwards to Council only those items that meet these criteria. The complete list, along with applicable coding is attached in appendix A. A fund-level summary follows:

Fund	No. Of Requests		Amount
General	32		$5,633,097
Convention Center	2		$266,096
Sewer	1		$127,000
Water (Finance)	1		$424,900
Solid Waste	1		$228,780
		Total:	$6,679,873