

	A	B	C	D	E	F
1	General Ledger					
2	Budget Exception Reporting					
3						
4	User: klynch					
5	Printed: 10/4/2018 1:00:58 PM					
6	Period 01 - 12					
7	Fiscal Year 2018					
8						
9						
10	Account	Description	Current Year Budget	Year to date		
11	14100	FINANCE				
12	E10	Personnel Services				
13	1100-14100-511100	SALARIES AND WAGES-REGUL.	\$ 132,440.00	\$ 98,071.50		
14	1100-14100-511500	SALARIES-TEMP EMPLOYES-RE	\$ -	\$ -		
15	1100-14100-513700	RETIREMENT/TERMINATION P	\$ -	\$ -		
16	1100-14100-515100	SOCIAL SECURITY	\$ 10,132.00	\$ 7,068.28		
17	1100-14100-515200	RETIREMENT (EMPLOYER'S SH	\$ 8,873.00	\$ 6,570.52		
18	1100-14100-515400	HEALTH INSURANCE	\$ 35,581.00	\$ 26,528.20		
19	1100-14100-515600	WORKERS COMPENSATION	\$ 265.00	\$ 196.08		
20	1100-14100-515800	UNEMPLOYMENT COMPENSA	\$ -	\$ -		
21	1100-14100-516400	EMPLOYEE PHYSICALS	\$ -	\$ -		
22	E20	Contractual Services				
23	1100-14100-521300	ACCOUNTING AND AUDITING	\$ 41,800.00	\$ 40,425.00		
24	1100-14100-521900	OTHER PROFESSIONAL SERVIC	\$ -	\$ -		
25	1100-14100-522500	TELEPHONE	\$ 850.00	\$ 900.36		
26	1100-14100-524900	OTHER MACHINERY AND EQU	\$ 250.00	\$ -		
27	E30	Supplies and Expense				
28	1100-14100-531200	OFFICE SUPPLIES	\$ 400.00	\$ 88.72		
29	1100-14100-531300	PRINTING AND DUPLICATION	\$ 1,000.00	\$ 733.17		
30	1100-14100-532200	NEWSPAPER/PERIODICAL SUBS	\$ 150.00	\$ 10.95		
31	1100-14100-532400	MEMBERSHIP DUES	\$ 525.00	\$ -		
32	1100-14100-532500	REGISTRATION FEES AND TUIT	\$ 1,800.00	\$ 290.00		
33	1100-14100-532610	EMPLOYMENT ADVERTISING	\$ -	\$ -		
34	1100-14100-533400	AUTO MILEAGE/COMMERCIAL	\$ 750.00	\$ 612.05		
35	1100-14100-533500	MEALS	\$ 300.00	\$ 168.02		
36	1100-14100-533600	LODGING	\$ 1,400.00	\$ 574.00		
37	1100-14100-534900	OTHER OPERATING SUPPLIES	\$ -	\$ -		
38	1100-14100-539000	OTHER SUPPLIES & EXPENSE	\$ 2,000.00	\$ 1,219.03		

3.5 Budget Transfer Policy:

BACKGROUND

During the course of a fiscal year, departments often find it necessary to adjust their budget due to unanticipated savings or temporary shifting of departmental priorities. Because of the temporary (i.e., current fiscal year) basis of these adjustments, budget transfers are processed to affect the change. It is expected that department heads will make all permanent budget adjustments through the annual budget process.

In addition, funding for some activities are budgeted on a system-wide basis (contingencies, etc.) and allocated to the individual departments during the fiscal year. Budget transfers are also prepared for supplemental funding and/or spending authorized or approved by the Mayor, the Finance Committee, other Council Standing Committees and/or the Common Council

This policy applies to any changes made to the council adopted budget.

POLICY

Department Heads and Managers are responsible for monitoring their budgets. At a minimum, departments are to monitor their ability to be in balance by the end of each quarter and fiscal yearend. All revenues and expenses must be properly accounted for throughout the course of the year and allocated to the appropriate accounts. Department heads and managers are **not allowed to manipulate revenues and expenses to avoid budget overdrafts.**

If, during the course of the year, a department determines an expense account may be in overdraft status at the end of the fiscal year, that department should initiate the proper budget adjustment action according to the procedures outlined below. Requests for a budget transfer should be made at the time the department realizes it cannot achieve its objective for a given account.

Departments will fill out the Budget Transfer Request Form as provided by the Finance Department and present the completed form to the Finance Department to initiate the appropriate process. The document will be submitted to a department, committee or governing body contingent on the amount of the request (see below).

Budget transfers are bound by division. This allows for transfers between different organizations in the same division, but restricts transfers between divisions as well as different funds.

Example: Streets, Motor Pool, Bridges, Cemetery, Parks, Recreation, Senior Center and Transit are budgeted divisions within the Department of Infrastructure. Departmental transfers may be made from one organization to another within the division (sanitary sewers to traffic signals) but would be restricted from transferring funds between divisions (Cemetery and Senior Center).

Transfer approvals will be determined by the level of funds being requested for transfer.

- ❖ Level #1 - Less than \$2,500 – Finance Director or designee(s)
- ❖ Level #2 - \$2,500 – \$9,999 – Oversight Committee
- ❖ Level #3 - \$10,000 - \$24,999 – Oversight Committee and Finance
- ❖ Level #4 - \$25,000 & Up – Oversight Committee, Finance Committee and Common Council

All budget transfers will be processed by the Finance Department. Budget status and transfer activity will be monitored by the Finance Director/Treasurer (or designee) through the use of the City-Wide Financial Management System. The Mayor and the Common Council will monitor activity through quarterly Budget Exception Reporting.

After respective approval and the transfer of data has been entered into the Financial Management System, the Budget Transfer Request Form will be sent to the department head and/or manager with the Finance Department's section completed to confirm the transfer or give feedback on a denial. **Departments must review all transfers to ensure that resources have been distributed properly.**

3.6 Carry Forward Requests

What is a Carry Forward Request

A Carry Forward Request can be made by a Department Head to use available funds from a prior budget period to roll forward to the next budget year. Typically, the requests are due to being unable to complete a project within the fiscal year. The funds must be available within the departments overall budget surplus and cannot have been used to cover other deficits within departmental budget lines.

Who Can Submit

Only Department Heads can make the requests in writing to the Finance Department.

When to Submit

Requests can be submitted any time after the current year's budget becomes unavailable for use and no later than the first Friday in February. All attempts to pay for the expenditure shall be made in the current year's budget.

These requests must be submitted in a timely manner in order for the Finance Department to compile for Finance Committee approval of the Carry Forward Requests in April.

The Finance Director will coordinate the request with a draft completion of the Financial Statement to ensure sufficient funds are available to cover the requests.

Important Notes:

- Department Heads are strongly encouraged to discuss appropriateness of requests with the Finance Department before submission.
- Requests that do not adequately address each of the criteria items in the What to Include in a Submission section below will be considered incomplete and will not be approved.

What to Include in a Submission

The request must include the following information:

All Carry Forward requests must be made in writing (or via e-mail) to the Finance Director.

Requests should be submitted in a timely manner, and must be submitted by the first Friday in February.

All requests shall be accompanied by documentation relative to the request. All requests will need a designated purpose to be carried forward for use in the next budget year.