

## MEMORANDUM

Date: October 22, 2013

**TO:** Dave Bullock, Town Manager  
**FROM:** Sue Smith, Finance Director  
**SUBJECT:** Ordinance 2013-33, Amending the FY 2013-2014 Budget to Provide for Year End Reconciliation

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At the October 21, Regular Workshop, the Town Commission considered Ordinance 2013-33. This Ordinance is required for amounts requiring the use of other Revenue sources which were not budgeted.

Year end transfers are usually made in three categories:

- Amounts under \$10,000
- Amounts over \$10,000
- Amounts requiring use of Fund balance or other Revenue sources

Pension (Police and Fire)- The Town receives Chapter 175 and Chapter 185 from the State. These revenues are required to be recorded as both a revenue and an expense under GAAP (*Generally Accepted Accounting Principles*). In the past the Town did not normally budget these, however the auditors have requested that these amounts be booked in the financial statements requiring a budget amendment. These amounts are \$175,096 and \$78,298 respectively.

Insurance Proceeds – The Town's insurance company reimbursed the Town for stolen and/or damaged goods purchased by the Fire Department in the amount of \$10,008. This revenue was not anticipated or budgeted.

Tennis – Unanticipated revenue taken in for the tennis facility were used to pay for additional scheduled tennis lessons. Salaries and wages were under-budgeted for part-timers due to an understatement in the number hours used when crafting the original budget.

Attachment A of Ordinance 2013-33 identifies the overages and sources of funds.

There was a consensus to forward Ordinance 2013-33 to the November 4, 2013 Regular Meeting for first reading and public hearing

Please contact me if you have any questions.

**ORDINANCE 2013-33**

**AN ORDINANCE OF THE TOWN OF LONGBOAT KEY, FLORIDA, AMENDING THE FISCAL YEAR 2012-2013 BUDGET BY TRANSFERRING A TOTAL OF \$305,393.00 IN AVAILABLE UNENCUMBERED FUNDS IN VARIOUS GENERAL FUND REVENUE AND EXPENDITURE LINE ITEM ACCOUNTS TO GENERAL FUND LINE ITEM ACCOUNTS WHERE EXPENDITURES EXCEEDED THE ADOPTED BUDGET, AS DETAILED; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, throughout the fiscal year individual expenditure accounts may go over budget requiring a budget transfer to be made; and,

**WHEREAS**, the legal level of budgetary control (i.e. the level at which expenditures may not legally exceed the appropriations), pursuant to Town Charter is at the line item level; and,

**WHEREAS**, pursuant to Town Charter, Article V, Section 9(a), Supplemental Appropriations states that If during the fiscal year the Town Manager certifies there are available for appropriation revenues in excess of those estimated in the budget, the Town Commission by ordinance may make supplemental appropriations for the year up to the amount of such excess; and,

**WHEREAS**, the Finance Director and Town Manager certify that sufficient unappropriated balances are available in the General Fund to make the required appropriations; and

**WHEREAS**, Article V, Section 9 of the Town Charter provides for such a supplemental appropriation.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN OF LONGBOAT KEY, FLORIDA, THAT:**

**SECTION 1.** The above Whereas clauses are true and correct and are hereby ratified, confirmed, and fully incorporated herein.

**SECTION 2.** The budget of the Town of Longboat Key for the fiscal year beginning October 1, 2012, and ending September 30, 2013, as adopted pursuant to Ordinance 2012-22, is hereby amended to transfer Three Hundred Five Thousand Three Hundred Ninety-Three and 00/100 (\$305,393.00) from the revenue accounts listed in Attachment A to the expenditure accounts listed in Attachment A.

**SECTION 3.** If any section, subsection, sentence, clause, or provision of this Ordinance is held invalid, the remainder of the Ordinance shall not be affected.

**SECTION 4.** All Ordinances or parts of Ordinances in conflict herewith shall be and the same are hereby repealed.

SECTION 5. This Ordinance shall take effect upon second reading and public hearing in accordance with Law and the Charter of the Town of Longboat Key.

Passed on the first reading and public hearing the \_\_\_\_ day of \_\_\_\_\_, 2013.

Adopted on the second reading and public hearing the \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
James L. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Trish Granger, Town Clerk

Attachments: Attachment "A"

**ATTACHMENT A**

<b>FIRE DEPARTMENT</b>			
PENSION	001.2000.522.2201	175,096	Chapter 175 State Monies not budgeted in expense line
OTHER EQUIPMENT	001.2000.522.6403	<u>10,008</u>	Replace equipment stolen or damaged
	Total	185,104	
<b>To be funded by:</b>			
REVENUE - CASUALTY INS PREM TAX/FIRE PENSION	001.0900.312.5101	(175,096)	Chapter 175 State Monies
INSURANCE PROCEEDS	001.0900.364.4200	<u>(10,008)</u>	Insurance revenues for stolen or damaged equipment
	Total	(185,104)	
<b>POLICE DEPARTMENT</b>			
PENSION	001.1900.521.2201	<u>78,298</u>	Chapter 185 State Monies - not budgeted in expense line
	Total	78,298	
<b>To be funded by:</b>			
REVENUE - CASUALTY INS PREM TX/POLICE PENSION	001.0900.312.5102	<u>(78,298)</u>	Chapter 185 State Monies Received
	Total	(78,298)	
<b>TENNIS CENTER</b>			
WAGES / REGULAR	001.2700.572.1201	23,530	Budgeted hours for part time help were understated resulting in a budget deficit; Employee (Pro) out on workers' comp and being paid along with his replacement
WAGES / SUPPLEMENTAL - LESSONS	001.2700.572.1210	<u>18,461</u>	Additional scheduled lessons. Pro out on work comp
	Total	41,991	
<b>To be funded by:</b>			
REVENUE - TENNIS CTR / YEARLY-FAMILY/RES	001.0900.347.2101	(9,306)	Tennis Revenues were higher than budgeted and offset increased costs for staff at the pro shop and tennis pro's lesson cost.
REVENUE - MISC REV / TENNIS CTR MERCH SALES	001.0900.369.9102	(18,371)	Tennis Revenues were higher than budgeted and offset increased costs for staff at the pro shop and tennis pro's lesson cost.
REVENUE - TENNIS CTR / YEARLY-SINGLE/RES	001.0900.347.2103	(34)	Tennis Revenues were higher than budgeted and offset increased costs for staff at the pro shop and tennis pro's lesson cost.
REVENUE - TENNIS CTR / LESSONS	001.0900.347.2107	(11,249)	Tennis Revenues were higher than budgeted
REVENUE - TENNIS CTR / TOURNAMENT/SPEC EVENTS	001.0900.347.2108	<u>(3,031)</u>	Tennis Revenues were higher than budgeted
	Total	(41,991)	



**End of Agenda Item**