

Regular Workshop – September 21, 2015  
Agenda Item 21

Agenda Item: Proposed Ordinance 2015-28, Amending the FY 2014-2015 Tennis Special Revenue Fund Budget to True Up Revenues and Expenses of the Fund

Presenter: Town Manager and Staff

Summary: The Town Charter requires that all lines items in the budget shall be trued up at year end for any variances with the original adopted budget. Transfers of appropriations up to \$10,000 between line items within a department or among programs within a department may be approved by the Town Manager. Transfers of appropriations between funds, the use of unallocated fund balances or other revenue sources amend the budget and require approval by the Town Commission.

The final results of the Tennis Center operations will not be known until November after fiscal year end close and final transfer amounts will be brought to you at that time. Ordinance 2015-28 is placed on the September 21, 2015 Regular Workshop Meeting in order to meet requirements of two public hearings.

Attachments: 8-14-15 Memo, Manager to Town Commission;  
Proposed Ordinance 2015-28.

Recommended

Action: Pending discussion, forward Ordinance 2015-28 to the October 5, 2015 Regular Meeting for first reading and public hearing.

**M E M O R A N D U M**

Date: August 14, 2015

**TO:** Town Commission  
**FROM:** Dave Bullock, Town Manager  
**SUBJECT:** Ordinance 2015-28, Amending the FY 2014-2015 Tennis Special Revenue Fund Budget to True Up Revenues and Expenses of the Fund

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Per Town Charter, the legal level of budgetary control (i.e. the level at which expenditures may not legally exceed the appropriations) is at the line item level. Transfers of appropriations up to \$10,000 between line items within a department or among programs within a department may be approved by the Town Manager. Transfers from one department to another require approval by the Town Commission by Resolution. Transfers of appropriations between funds, the use of unallocated fund balances or other revenue sources amend the budget and require approval by the Town Commission by Ordinance.

The Town Charter requires that sufficient budgets be available in each general ledger account to cover expenditures charged to the account. Each year staff prepares the required budget transfer documentation to balance surplus accounts and those with shortfalls. Ordinance 2015-28 provides for a budget transfer to bring the Tennis Center budget into compliance and includes a complete listing of recommended transfers for individual accounts within the Tennis Center.

**As of September 12, 2015 the Tennis Fund shows year-to-date revenues exceeding year-to-date expenditures by \$47,232.20.** The line items for which an overage exists are highlighted in yellow in the attached "Statement of Revenue, Expenditures and Transfers Report".

**All overages in expenses, totaling \$43,449.86, will be covered by the additional revenue collected during the year as shown in Attachment A of the Ordinance.** This number is subject to change. The final results of the Tennis Center operations will not be known until late October, after fiscal year end close, and final transfer amounts will be brought to you at that time. This Ordinance is being work-shopped now in order to meet requirements two public hearings.

Pending discussion, forward Ordinance 2015-28 to the October 5, 2015 Regular Meeting for first reading and public hearing.

Please contact me if you have any questions.

**ORDINANCE 2015-28**

**AN ORDINANCE AMENDING THE TENNIS SPECIAL REVENUE FUND BUDGET OF THE TOWN OF LONGBOAT KEY, FLORIDA, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2014, AND ENDING SEPTEMBER 30, 2015; TRANSFERRING FUNDS FROM UNAPPROPRIATED REVENUES TO COVER OVERAGES IN OPERATING EXPENSE LINE ITEMS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town desires to amend the Tennis Special Revenue Fund budget for Fiscal Year 2015 to balance out increased expenditures with increased revenues; and

**WHEREAS**, the original adopted budget is insufficient to cover to the additional costs; and

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

**WHEREAS**, the budget transfers for some of the individual expenditure accounts exceed the authority of the Town Manager, requiring Town Commission approval; and,

**WHEREAS**, some of the requested transfers are based not only on expenditures, but revenues that were either over or under the budgeted amount; and,

**WHEREAS**, the Tennis Center expenditures exceeded budgeted appropriations by \$\_\_\_\_\_; and,

**WHEREAS**, the Tennis Center revenues exceeded budgeted estimates by \$\_\_\_\_\_; 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 and confirmed.

**SECTION 2.** The Town Commission hereby increases the fiscal year 2014-2015 Tennis Special Revenue Fund budget a total of \_\_\_\_\_ and 00/100 dollars (\$\_\_\_\_\_), as detailed on 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 \_\_\_\_\_, 2015.

Adopted on the second reading and public hearing the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Jack G. Duncan, Mayor

ATTEST:

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

Attachment A

Tennis Fund Year End Transfer - Preliminary		
<b>Transfer From:</b>		
Account	Description	Amount
112.2800.347.2105	SCRIPT CARD (NINE SESSIONS)	\$ 2,218.60
112.2800.347.2106	WALK-ON PLAY (SINGLE SESSION)	4,767.89
112.2800.347.2107	TENNIS LESSONS	14,409.84
112.2800.369.9102	MISC REV/MERCHANDISE SALES	<u>22,053.53</u>
		43,449.86
<b>Transfer to:</b>		
112.2800.572.1210	WAGES/LESSONS	\$ 12,299.70
112.2800.572.2101	FICA TAXES	812.28
112.2800.572.4101	COMMUNICATIONS	194.67
112.2800.572.4302	WATER	62.55
112.2800.572.4502	INSURANCE/PROPERTY	1,604.00
112.2800.572.4601	R/M BUILDINGS	1,398.91
112.2800.572.4605	R/M OTHER EQUIPMENT	4,800.00
112.2800.572.4701	PRINTING AND FORMS	30.00
112.2800.572.4910	CREDIT CARD FEES	9,861.34
112.2800.572.4920	COSTS/VENDING	2,234.69
112.2800.572.4921	COSTS/MERCHANDISE	8,417.68
112.2800.572.4922	COSTS/SPECIAL EVENTS	667.77
112.28003572.4924	COSTS/CONTRACTOR LESSONS	913.50
112.2800.572.5202	CLEANING & SANITATION SUPPLIES	34.77
112.2800.572.5401	SUBSCRIPTIONS /MEMBERSHIPS	<u>118.00</u>
		\$ 43,449.86

As of Sep 12, 2015, The Tennis has a profit for the fiscal year in the amount of \$47,232.20, however the Charter requires a budget transfer to balance all line items for which there is an overage in an expense line (highlighted in yellow).

FOR PERIOD  
09/01/15 - 09/12/15  
Period % ytd: 94.79

TOWN OF LONGBOAT KEY  
STATEMENT OF REVENUES, EXPENDITURES, AND TRANSFERS DE  
TENNIS CENTER

ACCOUNT NUMBER	DESCRIPTION	ACTUAL CURRENT	ACTUAL Y-T-D	ENCUMBRANCE	BUDGET	BALANCE	% Y-T-D
TENNIS CENTER - 2800							
TENNIS CENTER FUND - 112							
CHARGES FOR SERVICES							
112.2800.347.2101	TENNIS MEMBERSHIP-FAMILY	815.00	63,872.14		68,800.00	4,927.86	92.84
112.2800.347.2103	TENNIS MEMBERSHIP - SINGLE	2,950.00	114,483.94		118,500.00	4,016.06	96.61
112.2800.347.2105	SCRIPT CARD (NINE SESSIONS)	370.08	28,218.60		26,000.00	-2,218.60	108.53
112.2800.347.2106	WALK-ON PLAY (SINGLE SESSION)	212.99	24,767.89		20,000.00	-4,767.89	123.84
112.2800.347.2107	TENNIS LESSONS	3,860.00	165,409.84		151,000.00	-14,409.84	109.54
112.2800.347.2108	CLINICS / SPECIAL EVENTS	15.00	19,819.06		21,878.00	2,058.94	90.59
	TOTAL CHARGES FOR SERVICES	8,223.07	416,571.47	0.00	406,178.00	-10,393.47	102.56
MISCELLANEOUS REVENUES							
112.2800.361.1000	INTEREST ON INVESTMENTS	0.00	0.00		0.00	0.00	0.00
112.2800.361.1001	GAIN (LOSS) SALE OF INVESTMENTS	0.00	0.00		0.00	0.00	0.00
112.2800.362.0001	RENTAL OF COURTS	0.00	0.00		0.00	0.00	0.00
112.2800.366.9004	CONTRIBUTION PRIVATE ORG	0.00	0.00		0.00	0.00	0.00
112.2800.369.3000	REFUND OF PRIOR YEAR EXPENDITURES	0.00	0.00		0.00	0.00	0.00
112.2800.369.3001	INSURANCE PROCEEDS	0.00	0.00		0.00	0.00	0.00
112.2800.369.9001	MISC REV / WORKERS COMP REIMBURSE	0.00	0.00		0.00	0.00	0.00
112.2800.369.9101	MISC REV / TENNIS VENDING	107.80	4,993.59		4,000.00	-993.59	124.84
112.2800.369.9102	MISC REV / MERCHANDISE SALES	3,355.18	142,141.68		120,000.00	-22,141.68	118.45
112.2800.369.9103	MISC REV / MISCELLANEOUS TENNIS	0.00	275.51		2,000.00	1,724.49	13.78
	TOTAL MISCELLANEOUS REVENUES	3,462.98	147,410.78	0.00	126,000.00	-21,410.78	116.99
NON-REVENUES							
112.2800.381.0001	IF TRANSFER / GENERAL FUND	0.00	0.00		0.00	0.00	0.00
	TOTAL NON-REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL FUND REVENUES	11,686.05	563,982.25	0.00	532,178.00	-31,804.25	105.98

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TOWN OF LONGBOAT KEY  
STATEMENT OF REVENUES, EXPENDITURES, AND TRANSFERS DETAIL  
TENNIS CENTER

09/12/15  
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ACCOUNT NUMBER	DESCRIPTION	ACTUAL CURRENT	ACTUAL Y-T-D	ENCUMBRANCE	BUDGET	BALANCE	% Y-T-D
TENNIS CENTER - 2800							
PERSONNEL SERVICES							
112.2800.572.1201	WAGES / REGULAR	5,884.25	166,033.03	0.00	180,343.00	14,309.97	92.07
112.2800.572.1206	WAGES / HOLIDAY		0.00	0.00	3,779.00	3,779.00	0.00
112.2800.572.1210	WAGES / LESSONS	2,047.50	117,999.70	0.00	105,700.00	-12,299.70	111.64
112.2800.572.1220	ADDITIONAL TAXABLE BENEFITS		0.00	0.00	0.00	0.00	0.00
112.2800.572.1302	WAGES / TEMPORARY		0.00	0.00	0.00	0.00	0.00
112.2800.572.1402	WAGES / OVERTIME		0.00	0.00	0.00	0.00	0.00
112.2800.572.2101	FICA TAXES	596.55	21,797.28	0.00	21,085.00	-712.28	103.38
112.2800.572.2201	PENSION		19,481.49	0.00	25,921.00	6,439.51	75.16
112.2800.572.2203	TOWN CONTRIB SALARY SAVINGS / 401-K	119.95	3,852.37	0.00	4,175.00	322.63	92.27
112.2800.572.2204	TOWN CONTRIB DEF COMP / ICMA 401-A	446.82	14,429.84	0.00	16,265.00	1,835.16	88.72
112.2800.572.2301	INSURANCE / MEDICAL	-64.37	16,420.85	0.00	17,870.00	1,449.15	91.89
112.2800.572.2302	INSURANCE / DISABILITY	14.46	361.50	0.00	410.00	48.50	88.17
112.2800.572.2304	INSURANCE / LIFE		217.58	0.00	249.00	31.42	87.38
112.2800.572.2401	WORKERS COMPENSATION		3,092.05	0.00	4,566.00	1,473.95	67.72
112.2800.572.4103	INSURANCE OPT-OUT ALLOWANCE		0.00	0.00	0.00	0.00	0.00
	TOTAL PERSONNEL SERVICES	9,045.16	363,685.69	0.00	380,363.00	16,677.31	95.62
OPERATING EXPENSES							
112.2800.572.3104	PROF SERVICE / OTHER		0.00	0.00	0.00	0.00	0.00
112.2800.572.4101	COMMUNICATIONS		1,144.67	0.00	950.00	-194.67	120.49
112.2800.572.4201	POSTAGE AND FREIGHT		136.40	0.00	250.00	113.60	54.56
112.2800.572.4301	ELECTRICITY		2,579.38	0.00	2,875.00	295.62	89.72
112.2800.572.4302	WATER		11,362.55	0.00	11,300.00	-62.55	100.55
112.2800.572.4305	NATURAL GAS	27.35	305.86	0.00	450.00	144.14	67.97
112.2800.572.4502	INSURANCE / PROPERTY		1,604.00	0.00	0.00	-1,604.00	0.00
112.2800.572.4601	R/M BUILDINGS		5,006.16	1,392.75	5,000.00	-1,398.91	127.98
112.2800.572.4602	R/M GROUNDS		1,364.68	0.00	11,350.00	9,985.32	12.02
112.2800.572.4605	R/M OTHER EQUIPMENT		4,800.00	0.00	0.00	-4,800.00	0.00
112.2800.572.4701	PRINTING AND FORMS		830.00	0.00	800.00	-30.00	103.75
112.2800.572.4702	DUPLICATION COSTS		0.00	0.00	0.00	0.00	0.00
112.2800.572.4801	COSTS / PROMOTIONAL		1,749.42	0.00	2,000.00	250.58	87.47
112.2800.572.4901	LICENSES AND TAXES		0.00	0.00	0.00	0.00	0.00
112.2800.572.4902	MISCELLANEOUS		0.00	0.00	100.00	100.00	0.00
112.2800.572.4903	ADVERTISING		0.00	0.00	0.00	0.00	0.00
112.2800.572.4910	CREDIT CARD FEES		18,861.34	0.00	9,000.00	-9,861.34	209.57
112.2800.572.4920	COSTS / VENDING		3,034.69	0.00	800.00	-2,234.69	379.34
112.2800.572.4921	COSTS / MERCHANDISE	276.00	91,107.68	0.00	82,690.00	-8,417.68	110.18
112.2800.572.4922	COSTS / SPECIAL EVENTS		6,167.77	0.00	5,500.00	-667.77	112.14

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TOWN OF LONGBOAT KEY  
 STATEMENT OF REVENUES, EXPENDITURES, AND TRANSFERS DETAIL  
 TENNIS CENTER

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ACCOUNT NUMBER	DESCRIPTION	ACTUAL CURRENT	ACTUAL Y-T-D	ENCUMBRANCE	BUDGET	BALANCE	% Y-T-D
112.2800.572.4924	COSTS / CONTRACTOR LESSONS		913.50	0.00	0.00	-913.50	0.00
112.2800.572.5101	OFFICE SUPPLIES		499.63	0.00	600.00	100.37	83.27
112.2800.572.5202	CLEANING AND SANITATION SUPPLIES		84.77	0.00	50.00	-34.77	169.54
112.2800.572.5208	MISC OPERATING SUPPLIES		193.12	0.00	200.00	6.88	96.56
112.2800.572.5210	SMALL TOOLS AND MINOR EQUIPMENT		800.74	0.00	2,500.00	1,699.26	32.03
112.2800.572.5401	SUBSCRIPTIONS AND MEMBERSHIPS		518.00	0.00	400.00	-118.00	129.50
	TOTAL OPERATING EXPENSES	303.35	153,064.36	1,392.75	136,815.00	-17,642.11	112.89
CAPITAL OUTLAY							
112.2800.572.6202	IMPROVEMENTS TO BUILDINGS		0.00	0.00	0.00	0.00	0.00
112.2800.572.6301	IMPROVEMENTS OTHER THAN BUILDINGS		0.00	0.00	0.00	0.00	0.00
112.2800.572.6403	OTHER EQUIPMENT		0.00	0.00	0.00	0.00	0.00
	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES							
112.2800.572.9001	IF TRANSFER / GENERAL FUND		0.00	0.00	0.00	0.00	0.00
112.2800.572.9911	TENNIS CAPITAL RESERVE		0.00	0.00	15,000.00	15,000.00	0.00
	TOTAL NON-OPERATING EXPENSES	0.00	0.00	0.00	15,000.00	15,000.00	0.00
	GRAND TOTAL FUND EXPENDITURES	9,348.51	516,750.05	1,392.75	532,178.00	14,035.20	97.36
	FUND REVENUE OVER EXPENDITURES	2,337.54	47,232.20	-1,392.75	0.00	-45,839.45	0.00
	APPROPRIATED FUND BALANCE	0.00	52,339.53	0.00	52,339.53	0.00	100.00
	PROJECTED ENDING FUND BALANCE	2,337.54	99,571.73	-1,392.75	52,339.53	-45,839.45	187.58

Ordinance 2015-28  
 Workshop  
 Attachment



**End of Agenda Item**