

M E M O R A N D U M

To: Howard Tipton, Town Manager
From: Sue Smith, Finance Director
Report date: November 21, 2023
Meeting date: December 4, 2023
Subject: Resolution 2023-32, Amending the FY24 General Fund and Water and Wastewater Fund Adopted Budgets, to Carryover Open Purchase Orders (POs) from FY23

Recommended Action

Pass Resolution 2023-32.

Background

The Town Charter requires that every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered (amounts committed, but unspent).

As part of our annual housekeeping of the Budget for year-end close, we review all the accounts to determine where transfers may be required to balance the FY23 Budget. Open purchase orders are reviewed to determine what needs to be carried over to the FY24 Budget.

The Financial Accounting System (BS&A) has an automated process at year-end close, which will amend the FY24 Operating Budgets, by increasing the line items for all open purchase orders that have not been liquidated or completed in the prior year. This Resolution provides for Town Commission authorization and an audit trail approving the automated budget amendment.

General Fund. Resolution 2023-32, increases the General Fund Budget for FY24 in the following Departments, as shown in Exhibit A, by \$48,126.08 for open purchase orders at September 30, 2023:

I.T. Department

Vendor	Description	Amount
Sentinel Technologies	Microsoft Office 365	\$34,031.25
Total	I.T. Department Budget Increase	\$34,031.25

The I.T. Department issued one PO in September 2023 for licensing renewal of MS Office 365 recently paid in November.

General Services

Vendor	Description	Amount
Shafer Consulting	Training	\$500.00
Interior Fusion LLC	Furniture-Customer Service Area	\$5,894.83
Total	General Services Budget Increase	\$6,394.83

The General Services Department has furniture on order for the Customer Service area in Town Hall to provide a work space for the Canal Assessment Specialist/Accountant and a \$500 balance is owed for staff training.

Fire

Vendor	Description	Amount
Royal Tees	Uniforms	\$7,700.00
Total	Fire Department Budget Increase	\$7,700.00

Fire Department has an open PO for Uniforms on order.

Water and Wastewater Fund. Resolution 2023-32, increases the Water and Wastewater Fund Budget for FY24 as shown in Exhibit A by \$89,006.48 for open purchase orders at September 30, 2023:

Vendor	Description	Amount
R&M Service Solutions LLC	Fire Hydrant Inspection	\$15,332.50
Carollo Engineers, Inc	Consent Order Corrective Action	\$69,897.98
Sea Ltd	Professional Services	\$3,776.00
Total	Water and Wastewater Dept Increase	\$89,006.48

The Utility Department has open purchase order balances for open contracts related to Fire Hydrant inspections and professional services related to the Leak Consent Order.

Staff Recommendation

Pass Resolution 2023-32

Attachments (Available in the Town Clerk's Office)

- A. Resolution 2023-32
- B. Exhibit A, Open Purchase Order Listing

End of Agenda Item