

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

**To:** Howard Tipton, Town Manager  
**From:** Sue Smith, Finance Director  
**Report date:** October 24, 2024  
**Meeting date:** November 12, 2024  
**Subject:** Resolution 2024-22, Amending the FY24 Adopted Budget for Year-End Transfers in the Miscellaneous Grant Fund, Land Acquisition Fund and Miscellaneous Capital Fund

### **Recommended Action**

Pass Resolution 2024-22

### **Background**

The legal level of budgetary control (i.e. the level at which expenditures may not legally exceed the appropriations), per Town Charter is at the department level. This means that departments may go over or under budget on individual line items, but they are not allowed to exceed the expenditures appropriated for their department budget in total.

For transfers between departments or programs, Article V, Section 9 (d), of the Town Charter, states that the Town Manager may transfer up to \$25,012 (\$20,000.00 adjusted for CPI US City Average measured each year on September 30) between line items within or between departments or among programs. Transfers greater than \$25,012 and amendments which change the original budget in total, or amendments requiring the use of unappropriated fund balance, require Town Commission approval.

The occurrences which cause an overage in the departmental line items are communicated on a regular basis to the Town Manager by Department Heads and Finance staff. In some circumstances, the Town waits until the close of the year end to finalize the process.

Based on the criteria above, the following budget amendments are being proposed:

### **Fund 113 Miscellaneous Grant Fund**

During the year, the Town received grant funds and awards that were unknown at the time the budget was adopted. The Finance Department segregates these grants in the various special revenue or capital project funds as restricted funds from general receipts. During the year \$51,883 of new grants were received in the Miscellaneous Grant Fund.

- \$19,135 was received from the Barancik Foundation for Police Training Equipment.
- \$12,492 was received under the State FDLE JAG grant for Rapid ID Scanners (\$11,492) and Window Tint Meters (\$1,000).
- \$20,256 was received from State FDLE for Police Soft Body Armor.

These transactions change the Original Budget in total requiring Commission approval. Resolution 2024-25 establishes the grant revenue and expenditures budget lines needed to record these grants.

<b>Account number</b>	<b>Account Description</b>	<b>Increase (Decrease)</b>
113-20-19-366.0001-PDBRNCK	Contribution-Private Organization	\$19,135
113-20-19-564.6403-PDBRNCK	Police Accreditation-Barancik	\$19,135
113-20-19-334.5000-PDARMOR	State Grants	\$20,256
113-20-19-552.5216-PDARMOR	Minor Equipment-Body Armor	\$20,256
113-20-19-334.5000-POL-JAG	FDLE JAG Grant	\$12,492
113-20-19-552.5216-PD-SCAN	Minor Equipment-JAG	\$11,492
113-20-19-552.5216-POL-JAG	Minor Equipment-JAG	\$1,000

### **Fund 302 Land Acquisition Capital Projects Fund**

The Town received a contribution of \$12,147 from the Garden Club to cover landscaping expenses at the Town Center Green. Resolution 2024-25 establishes the grant revenue and expenditures budget lines needed to record these this grant.

<b>Account number</b>	<b>Account Description</b>	<b>Increase (Decrease)</b>
302-00-25-366.9001	Contribution-Private Organization	\$12,147
302-30-22-563.6301-TWN-CTR	Town Center Site Development	\$12,147

### **Fund 308 Miscellaneous Capital Projects Fund**

The Town received a contribution of \$16,109 from the Longboat Key Foundation to install lighting at the Dog Park. Resolution 2024-25 establishes the grant revenue and expenditures budget lines needed to record this grant.

<b>Account number</b>	<b>Account Description</b>	<b>Increase (Decrease)</b>
308-00-00-366.9001	Contribution-Private Organization	\$16,109
308-40-23-563.6320-DOGPARK	Dog Park Street Lighting	\$16,109

As of the date of this report there were no other Funds or Departments requiring amendments, however, the Finance Department continues to process invoices and make accruals for the audit. Additional amendments may be required as a result of the year-end audit adjustments.

### **Staff Recommendation**

Following public hearing, pass Resolution 2024-22.

### **Attachments**

Resolution 2024-22.

## RESOLUTION 2024-22

**A RESOLUTION OF THE TOWN OF LONGBOAT KEY, FLORIDA, AMENDING THE FISCAL YEAR ADOPTED BUDGET BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; TRANSFERRING FUNDS FROM REVENUES, OTHER FINANCING SOURCES OR OTHER EXPENDITURE LINES TO COVER OVERAGES IN OPERATING DEPARTMENT EXPENDITURES WITHIN ADOPTED FUND BUDGETS, PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE - DATE.**

**WHEREAS**, throughout the fiscal year individual department 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 Department level; and,

**WHEREAS**, the Town Manager has the authority to transfer appropriations up to \$25,012 between or within departments within the same fund; and,

**WHEREAS**, in the Fiscal 2023-2024 year, budget transfers greater than \$25,012, or amendments which change the original budget in total or amendments requiring the use of unappropriated fund balance, require Town Commission approval; and,

**WHEREAS**, during the year the Town received \$51,883 of new grants recorded in the Miscellaneous Grant Fund, which include \$19,135 from the Barancik Foundation for Police Training Equipment and \$12,492 from the State FDLE JAG grant for Rapid ID Scanners and Window Tint Meters, and \$20,256 from State FDLE for Police Soft Body Armor; and,

**WHEREAS**, the Town also received a contribution recorded in the Land Acquisition Fund in the amount of \$12,147 from the Garden Club to cover landscaping expenses at the Town Center Green; and,

**WHEREAS**, the Town also received a contribution recorded in the Miscellaneous Capital Project Fund in the amount of \$16,109 from the Longboat Key Foundation to install lighting at the Dog Park; and,

**WHEREAS**, the Town desires to amend the Miscellaneous Grant Fund (#113), the Land Acquisition Fund (#302) and the Miscellaneous Capital Fund (#308) to recognize the new revenue sources and related expenses for the above referenced transactions; and,

**WHEREAS**, the Finance Director certifies that there are available and unallocated grant funds in the Fiscal Year (FY) 2023-2024 budgets to make the above referenced transfers; and,

**WHEREAS**, Article V, Section 9 of the Town Charter provides for such budget amendments; and,

**NOW, THEREFORE,** be it resolved by the Town Commission of 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 by reference.

SECTION 2. The Adopted Budgets of the designated Funds referenced above of the Town of Longboat Key for the fiscal year beginning October 1, 2023, and ending September 30, 2024, as adopted pursuant to Resolution 2023-19 are hereby amended as follows:

Miscellaneous Grant Fund (#113)

<b>Account number</b>	<b>Account Description</b>	<b>Increase (Decrease)</b>
113-20-19-366.0001-PDBRNCK	Contribution-Private Organization	\$19,135
113-20-19-564.6403-PDBRNCK	Police Accreditation-Barancik	\$19,135
113-20-19-334.5000-PDARMOR	State Grants	\$20,256
113-20-19-552.5216-PDARMOR	Minor Equipment-Body Armor	\$20,256
113-20-19-334.5000-POL-JAG	FDLE JAG Grant	\$12,492
113-20-19-552.5216-PD-SCAN	Minor Equipment-JAG	\$11,492
113-20-19-552.5216-POL-JAG	Minor Equipment-JAG	\$1,000

Land Acquisition Fund (#302)

<b>Account number</b>	<b>Account Description</b>	<b>Increase (Decrease)</b>
302-00-25-366.9001	Contribution-Private Organization	\$12,147
302-30-22-563.6301-TWN-CTR	Town Center Site Development	\$12,147

Miscellaneous Capital Fund (#308)

<b>Account number</b>	<b>Account Description</b>	<b>Increase (Decrease)</b>
308-00-00-366.9001	Contribution-Private Organization	\$16,109
308-40-23-563.6320-DOGPARK	Dog Park Street Lighting	\$16,109

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

SECTION 4. This Resolution shall become effective immediately upon adoption.

Passed at a meeting of the Town Commission of Longboat Key, Florida, following public hearing, this 12th day of November, 2024.

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Kenneth Schneier, Mayor

ATTEST:

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Trish Shinkle, Town Clerk

**End of Agenda Item**