



MEMO

To: Honorable Mayor and City Council Members
From: Beverly Ragland, Finance Director
CC: Tami Hanlin, City Manager
Date: April 11, 2022
RE: Memo for Budget Amendment FY2022 Operating and Capital Budgets

Issue:

1. 2022 Budget Amendment-Operating:

Staff has reviewed detail of each line item in the 2022 Operating Budget. Projections have been made and adjustments have been made within departments to reflect where staff feels the year will end relative to revenues and expenditures. A final budget amendment will be done at the conclusion of the annual audit.

Recommendation:

An amendment of the FY2022 Operating Budget is not needed at this time. All departments are within budget.

Background:

There have been two amendments to the FY2022 Operating Budget to date.

Summary:

After three quarters of the fiscal year have passed, projections have been made to predict the final position of the budget more closely. A final budget amendment will be done at the conclusion of the audit. There is no current need to amend the Operating Budget.

Financial Impact: none

Issue:**2. Approval of 2022 Budget Amendment-Capital:**

The Capital Budget involves Fund 300 and Fund 320. Projects in these funds can cross fiscal years. Revenue for Fund 300 comes from an interfund transfer from the general fund (Fund 100) and revenue for Fund 320 comes from SPLOST revenue received monthly from DeKalb County. Staff has reviewed detail of each line item in the 2022 Capital Budget. Projections were made for each project based upon staff recommendations. Line items have been adjusted accordingly and amounts have been transferred among projects as needed to balance budgets of the remaining projects. Projects that have a zero balance will be closed. Projects with a balance remaining at the end of Fiscal Year 2022 will be encumbered with a Purchase Order. Purchase orders have not been previously utilized. Using purchase orders for projects will move the funds from Fund Balance to Committed Fund Balance at the end of the fiscal year as well as provide an accurate and transparent use of funds. The Capital Fund (Fund 300) will not have a fund balance larger than the total of encumbered projects approved by Council. The SPLOST Fund (Fund 320) can have a fund balance if the amount of revenue received is larger than the amount of expenditures on Council approved projects.

Recommendation:

Approval of Amendment #3 of the FY2022 Capital Budget

Background:

This is the third amendment to the FY2022 Capital Budget.

Summary:

After three quarters of the fiscal year have passed, projections have been made to predict the final position of the Capital Budget Fund 300 and SPLOST Fund 320 more accurately. The final budget amendments will be done at the conclusion of the audit.

Financial Impact: Attachment shows projected position of projects with requested changes. Only line items with amendments are shown.