



Administrative Services Committee Meeting

Meeting Date: 10/10/2023

HCD_ Budget Transfer Approval Request

Department:	HCD
Presenter:	Hawthorne Welcher, Jr. and/or HCD Staff
Caption:	Motion to approve Housing and Community Development Department's (HCD's) request to transfer budget funds of \$172,875 from Salary/Benefits object 51 codes to object code 5239112 for temporary workforce expenditures.
Background:	<p>For FY2023, HCD has a total of twenty-seven (27) budgeted positions. HCD experienced delays in permanent onboarding due to a) departmental demands; b) staff transition and; c) the addition of new programs and funding sources.</p> <p>Presently, to maintain productivity and departmental demands, temporary staff workers assumed the duties of the six (6) vacant positions that were budgeted for FY2023.</p> <p>Permanent staff are paid from the salaries and wages line item; however, having used temporary workers, these funds are being paid from HCD's operational line item 221073110 523911 Temporary Workers. This has impacted HCD's operational budget due to the utilization of operating funds to pay budgeted salary related activities.</p>
Analysis:	The approval of this request will enable HCD to replenish its 2023 budget operating account, by an estimated amount of \$172,875 to further the financial support to temporary staffing for HCD.
Financial Impact:	HCD expensed FY2023 wages for temporary workers' from the "Temporary Workers" line item on the General Ledger. Due to delays in onboarding of permanent staff, these temporary workers' wages have, to date, been expensed from HCD General Funds budget.

As these funds are currently allocated to HCD's Salaries and Wages line item, HCD is requesting that these funds be reallocated to the Temporary Workers budget line item on the General Ledger.

To ensure correct reporting and proper budget management, HCD expenses must reflect the anticipated actual use of the \$172,875 above for continued operations.

This request represents a zero net-sum adjustment to HCD overall Operational Budget.

Alternatives: Do not approve HCD's motion to approve the transfer of funds

Recommendation: Motion to approve Housing and Community Development Department's (HCD's) request to transfer budget funds of \$172,875 from Salary/Benefits object 51 codes to object code 5239112 for temporary workforce expenditures.

Funds are available in the following accounts: HCD General Funds – Total amount requested \$172,875
HCD Perm Full-Time S&W Reg 221073110- 5111110: \$150,000
HCD FICA 221073110-5122110: \$9,300
HCD Medicare 221073110-5122120: \$2,175
HCD GMEBS Pension 221073110-5123113: \$11,400
Total-----\$172,875

REVIEWED AND
APPROVED BY:

Procurement
Finance
Law
Administrator
Clerk of Commission