
City Council Regular Meeting

DEPARTMENT: Finance Department
FROM: Gloria Platt, Director of Finance
MEETING: November 18, 2024

SUBJECT:

Consider approval of an ordinance amending the annual City budget for Fiscal Year 2024-2025 (CSO#5560-09-2024) by increasing appropriations to various funds for rolling forward encumbrances from the prior year to accommodate current purchase orders and encumbered contracts; and find time is of the essence. (First and Final Reading) (Staff Contact: Gloria Platt, Director of Finance)

SUMMARY:

The City of Burleson continues to utilize the purchase order and contract system to encumber funds, and at the end of September 30, 2024, the balances of open purchase orders and contracts require an amendment to the FY 2024-2025 budget by increasing the relevant line items in the new year to shift budget authority from last fiscal year to the new fiscal year. The encumbrance roll forward is in accordance with generally accepted accounting principles. The net effect is lowering encumbered expenditures in FY 2023-2024 and rolling forward the available funds to the current year. Capital project encumbrances are excluded from the budget amendment since capital projects have multi-year appropriations over the life of the project. The total encumbrances for all funds to be brought forward is \$2,384,356; The net effect of the purchase order roll forward lowers encumbered expenditures in FY 2023-2024 and rolls the appropriations to the FY 2024-2025 budget.

RECOMMENDATION:

Approve an ordinance amending the City budget for Fiscal Year 2024-2025 by increasing appropriations to various funds to accommodate the purchase order system to roll forward encumbrances from the prior year.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

On September 9, 2024, the Council approved the final reading of the City's FY 2024-2025 annual budget and the five-year Capital Improvement Plan (CIP).

REFERENCE:

N/A

FISCAL IMPACT:

NA

STAFF CONTACT:

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