



# AGENDA ITEM COVERSHEET

---

**PREPARED BY:** Debbie Hall, Finance Director

**DEPARTMENT:** Finance

**MEETING:** Town Council – 6/11/24

**SUBJECT:** Budget Amendments/Transfers

---

## **BACKGROUND:**

I have received several budget amendments and/or transfer requests. Transfers require only your notification whereas amendments require your approval. Listed below you will find a description of the amendments and/or transfers. I have also attached a copy of the supporting documentation for the appropriations.

### **Appropriations:**

Appropriate \$1,500 from 10-330-003 Police Digital Forensic Investigation Revenue to account 10-510-070 Police Digital Forensic Investigation Expense to purchase equipment for the Digital Forensics Lab.

Appropriate \$10,000 donation from the Pleasure Island Volleyball Association to account 10-620-074 for construction of the new beach volleyball court.

### **Transfers:**

Transfer \$5,000 from account 10-510-023 Police M&O Software to account 10-510-014 Police Travel & Training to cover training costs for May and June.

Transfer \$34,000 from account 10-630-046 Beach Maintenance Professional Services to account 10-570-046 Parking Professional Services to cover parking management fees for April, May and June.

Transfer \$500 from account 10-420-033 Executive Supplies to 10-550-046 Marina Professional Services to cover the cost of installation of multiple spigots at the Town Marina.

Transfer \$4,300 from account 10-570-074 Parking Capital over \$10,000 to account 10-570-012 Parking Printing & Publishing for signs for the new parking lots on Fayetteville Ave and Harper Ave.

Transfer \$1,595 from account 10-570-074 Parking Capital over \$10,000 to account 10-570-012 Parking Printing & Publishing for signs for new parking lot on Carolina Beach Avenue South.

Transfer \$200 from account 10-570-074 Parking Capital over \$10,000 to account 10-570-046 Parking Professional Services to cover cost of incidental purchases by the Parking Office.

Transfer \$1,595 from account 10-570-074 Parking Capital over \$10,000 to account 10-570-046 Parking Professional Services to cover.

Transfer \$5,000 from account 10-420-061 Executive Tuition Reimbursement; \$2,500 from account 10-410-014 Legislative Travel & Training; and \$2,085 from account 10-410-053 Legislative Dues & Subscription to account 10-410-046 Legislative Professional Services to cover additional survey services needed for Freeman Park Grant and legal services due to a lawsuit.

Transfer \$883 from account 10-420-033 Executive Supplies as follows: \$461 to account 10-420-023 Executive M&O Software; \$243 to account 10-550-011 Marina Communications; and \$179 to account 10-550-016 Marina M&O Equipment to cover line-item shortages.

Transfer \$5,065 from account 10-620-014 P&R Travel & Training and \$475.68 from account 10-620-024 P&R Uniforms to account 10-620-015 P&R M&O Building to cover HVAC repairs at the Rec Center.

Transfer \$338.52 from account 10-620-024 P&R Uniforms follows: \$182.54 to account 10-620-016 P&R M&O Equipment and \$155.98 to account 10-620-023 P&R M&O Software to cover weight room equipment repairs and increase in RecDesk software cost.

Transfer \$3,200 from account 10-530-045 Fire Contract Services to account 10-530-021 Fire M&O Tires to cover line-item shortage.

Transfer \$960 from account 10-530-023 Fire M&O Software to account 10-530-051 Fire Liability Insurance to cover insuring new equipment.

Transfer \$6,708.07 from account 10-530-075; \$10,907.34 from account 10-530-011 Fire Communications Fire Capital under \$10,000 and \$245 from account 10-530-050 Fire Rental Property to account 10-530-074 Fire Capital over \$10,000 to cover the cost of replacement ice machines and equipment for the new Fire Apparatus.

Transfer \$1,122 from account 10-520-015 Lifeguard M&O Building to account 10-520-017 Lifeguard M&O Vehicles to cover line-item shortage.

Transfer \$1,650 from account 10-450-006 HR Medical Insurance to account 10-450-025 HR 401(K) Match to cover line-item shortage.

Transfer \$107 from account 10-450-055 HR Wellness to account 10-450-053 HR Dues & Subscriptions to cover line-item shortage.

Transfer \$1,010 from account 10-450-051 HR Liability Insurance to account 10-450-014 HR Travel & Training to cover line-item shortage.

Transfer \$44,000 from account 10-580-045 Environmental Contract Services to account 10-580-013 Environmental Electric to cover project energy costs for May and June.

Transfer \$1,500 from account 10-580-035 Environmental Smalls Tools & Equipment to account 10-580-080 Environmental PPE & Safety Equipment to cover line-item shortage.

Transfer \$1,600 from account 10-580-014 Environmental Travel & Training to account 10-580-033 Environmental Supplies to cover line-item shortage.

Transfer \$100 from account 30-900-012 Stormwater Printing & Publishing to account 30-900-078 Stormwater Permit Fees to cover line-item shortage.

Transfer \$50 from account 30-900-012 Stormwater Printing & Publishing to account 30-900-080 Stormwater PPE & Safety Equipment to cover line-item shortage.

Transfer \$100 from account 30-900-012 Stormwater Printing & Publishing to account 30-900-035 Stormwater Small Tools & Equipment to cover line-item shortage.

Transfer \$98 from account 30-810-014 WWTP Travel & Training to account 30-810-011 WWTP Communications to cover cell phone replacement.

Transfer \$7,767 from account 30-811-014 WWC Travel & Training to account 30-810-013 WWTP electric to cover line-item shortage.

Transfer \$1,394 from account 30-810-024 WWTP Uniforms to account 30-810-016 WWTP M&O Equipment to cover line-item shortage.

Transfer \$250 from account 30-810-014 WWTP Travel & Training to account 30-810-032 WWTP Chemical & Lab Fees to cover line-item shortage.

Transfer \$1,750 from account 30-810-014 WWTP Travel & Training to account 30-810-033 WWTP Supplies to cover line-item shortage.

Transfer \$36,971 from account 30-812-015 Water M&O Buildings to account 30-810-045 WWTP Contract Services to cover estimated cost of sludge removal for May and June.

Transfer \$7,953 from account 30-811-026 WWC M&O Materials to account 30-810-047 WWTP Plant Renovation to cover repair costs at the Treatment Plant.

Transfer \$5,369 from account 30-811-015 WWC M&O Building to account 30-811-045 WWC Contract Services to cover cost of contractor installing sewer taps.

Transfer \$10,221 from account 30-812-019 Water M&O Streets to account 30-812-013 Water Electric to cover line-item shortage.

Transfer \$15,260 from account 30-812-019 Water M&O Streets to account 30-812-020 Water M&O Infrastructure to cover water maintenance and repair.

Transfer \$32,493 from account 30-811-020 WWC M&O Infrastructure to account 30-812-026 Water M&O Materials to cover cost of water maintenance and repair materials.

Transfer \$2,231 from account 30-811-026 WWC M&O Materials to account 30-812-035 Water Small Tools & Equipment to cover line-item shortage.

Transfer \$8,307 from account 30-812-046 Water Professional Services to account 30-812-045 Water Contract Services to cover contractor installing water taps.

Transfer \$31,402 from account 30-811-046 WWC Professional Services to account 30-813-016 Utility Fund Fleet M&O Equipment to cover the cost of repairs to the Street Sweeper and other equipment.

**BUDGET IMPACT:**

The Budget will not be impacted by the amendments or transfers.

**ACTION REQUESTED:**

Approve the budget amendments and/or transfers as presented by the Finance Director.