6/16/2023 3:50 PM

City of Meridian FY2023 Budget Amendment Form

MERIDIAN IDAHO

Please only complete the fields highlighted in Orange.

Personnel Costs

Full Time Equivalent (FTE):

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	1500	41200	0	Wages	
01	1500	41206	0	PT/Seasonal Wages	
01	1500	41210	0	Overtime	
01	1500	41304	0	Uniform Allowance	
01	1500	42021	0	FICA	$ -
01	1500	42022	0	PERSI	$ -
01	1500	42023	0	Worker's Comp	$ -
01	1500	42025	0	Employee Insurance	$ -
				Total Personnel Costs	$ -

Operating Expenditures

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	One-Time	On-Going	Total
01	1500	55101	0	Audit Reporting	$ 25,000	$ 7,000	$ 32,000
01	1500		0				$ -
01	1500		0				$ -
01	1500		0				$ -
01	1500		0				$ -
01	1500		0				$ -
01	1500		0				$ -
01	1500		0				$ -
01	1500		0				$ -
01	1500		0				$ -
01	1500		0				$ -
01	1500		0				$ -
01	1500		0				$ -
				Total Operating Expenditures	$ 25,000	$ 7,000	$ 32,000

Capital Outlay

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	1500		0		
01	1500		0		
01	1500		0		
01	1500		0		
01	1500		0		
01	1500		0		
				Total Capital Outlay	$ -

Revenue/Donations

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	1500		0		
01	1500		0		
01	1500		0		
				Total Revenue/Donations	$ -

Amendment Details

Title: **GASB 96 Audit Reporting**

Department Name: Finance

Presenting Department Name: Finance

Department #: 1500

Primary Funding Source: 1

CIP#:

Project #:

Is this for an Emergency? ☐ Yes ☑ No

New Level of Service? ☐ Yes ☑ No

Clerks Office Stamp

*Date of Council Approval*____________

Acknowledgement Date

APPROVED
By Todd Lavoie at 9:25 am, Jun 17, 2023

Department Director

REVIEWED
By Todd Lavoie at 9:25 am, Jun 17, 2023

jfields 6.16.23

Chief Financial Officer

Approved Brad Hoaglun via email 6.20.23

Council Liaison

6-20-23

Mayor

Total Amendment Request $ 32,000

Total Amendment Cost - Lifetime

City of Meridian FY2023 Budget Amendment Form

	Prior Year(s) Funding	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027
Personnel		$ -	$ -	$ -	$ -	$ -
Operating		$ 32,000	$ 7,000	$ 7,000	$ 7,000	$ 7,000
Capital		$ -				
Total	$ -	$ 32,000	$ 7,000	$ 7,000	$ 7,000	$ 7,000

Total Estimated Project Cost: $ 60,000

Department Name: Finance

Title: **GASB 96 Audit Reporting**

Instructions for Submitting Budget Amendments:

- Department will send Amendment with Directors signature to Finance (Budget Manager) for review
- Finance will send Amendment to Council Liaison for signature
- Council Liaison will send signed Amendment to Mayor
- Mayor will send signed Amendment to Finance (Budget Manager)
- Finance (Budget Manager) will send approved copy of Amendment to Department
- Department will add copy of Amendment to Council Agenda using Municode Agenda Manager

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested?

Finance is requesting spending authority for $25,000 to meet the newly applied Governmental Accounting Standards Board 96 (GASB 96) for Subscription-Based IT Arrangements. This spending request will provide the City funding to hire our financial auditor to implement the necessary controls and software to manage GASB 96 for the City. Every organization uses some sort of IT subscription service (e.g., ERP System, Office 365, Zoom, DocuSign). These subscription payments are typically expensed with little visibility into the obligations or liabilities governments have. GASB 96 helps to increase transparency in the accounting and disclosure for these contracts.

2. Why was this budget request not submitted during the current fiscal year budget cycle?

GASB 96 guidelines were unkonwn at the time of budget development. Our financial auditor has deteremined what is necessary for the City to be compliant going forward.

3. What is the explanation for not submitting this budget request during the next fiscal year budget cycle?

Funding is necessary to start the project now so that the City can be compliant for the audit that begins October 2023.

4. Describe the proposed method of funding? If funding is split between Funds (i.e. .General ,Enterprise, Grant), please include the percentage split. List the amounts and sources of anticipated additional revenue that will result from approval of this request.

General Fund Fund Balance

5. Does this request align with the Department/City's strategic plan? If not, please explain how this request was not included in the Department/City strategic plan?

Yes.

6. Does this request require resources to be provided by other departments? If yes, please describe the necessary resources to be provided by other departments.

Yes. IT department will be impacted. GASB 96 requires the City report every technology software that the City uses and report the long-term value of committment and term for transparency.

7. Does this Amendment include any needed Equipment or Software that will utilize the City's network? (Yes or No)	Yes
8. Is the amendment going to result in the disposal of an asset? (Yes or No)	No

9. Any additional comments?

Total Amendment Request $ 32,000

Every effort should be made to avoid reopening the budget for an amendment. Departments will need to provide back up and appear before the City Council to justify budget amendments. Budget amendments are intended for emergency or mandatory changes to the original balanced budget. Changes to the original balanced budget may cause a funding shortfall.