

BUDGET COMMITTEE

Clarification Items for Committee Decision

May 5, 2026

Purpose of This Document

As the Budget Committee transitions to a strategic financial oversight role, several matters require committee direction. This document presents each open question and provides space for the committee's decision. Items marked with a yellow background require a committee response.

PART 1 — REPORTING & PERSONNEL ALIGNMENT

Relevant Mandate: *The Budget Committee provides oversight and advice regarding all financial matters of the Common Council for the purpose of keeping expenditures under control and within the adopted budget, the Treasurer's investment recommendations, and financial audits by outside auditors.*

Financial Officer (Treasurer)

1. Does the Budget Committee provide oversight and advice to the Treasurer, or is that role restricted to the General Government Committee?

Committee Decision / Notes:

2. Is the Treasurer required to report in person to the Budget Committee? To the General Government Committee? To both?

Committee Decision / Notes:

3. What reports should the Treasurer provide for the Budget Committee, how detailed should they be, and how often? (See the Recommended Reporting Schedule below.)

Committee Decision / Notes:

Economic Development Director (EDD)

1. Does the Budget Committee provide oversight and advice to the Economic Development Director, or should that fall under the General Government Committee?

Committee Decision / Notes:

2. Should the EDD provide financial reports to the Budget Committee? If so, what reports and how often?

Committee Decision / Notes:

Recommended Reporting Schedule The table below lists reports for the committee to consider. The committee should confirm which reports are required and at what frequency in the yellow column.

Report Type	Description	Frequency	Committee Decision
Treasurer's Report (Cash & Investment Summary)	Snapshot of all bank balances, deposits, withdrawals, and reconciled statements.	Monthly	<input type="checkbox"/> Don't Include <input checked="" type="checkbox"/> Include Report: <input checked="" type="checkbox"/> Monthly
Accounts Payable (Bills List)	Detailed list of all vouchers/checks issued or to be issued; reviewed by applicable committees and recommended for Council approval.	Monthly	<input type="checkbox"/> Don't Include <input type="checkbox"/> Include Report: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly
Budget vs. Actual (Operating Budget)	Year-to-date revenues and expenditures vs. adopted budget; flags departments/lines nearing limits.	Monthly or Quarterly	<input type="checkbox"/> Don't Include <input type="checkbox"/> Include Report: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Biannually
Investment Performance	Interest earned from LGIP accounts, CDs, and other investments.	Quarterly	<input type="checkbox"/> Don't Include <input type="checkbox"/> Include Report: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Biannually <input type="checkbox"/> Annually
Budget Amendments	Running log of all authorized fund transfers.	Quarterly	<input type="checkbox"/> Don't Include <input type="checkbox"/> Include Report: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Biannually <input type="checkbox"/> Annually
Delinquent Accounts	Status report on outstanding accounts receivable.	Quarterly	<input type="checkbox"/> Don't Include <input type="checkbox"/> Include Report: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Biannually
Debt Service & Capacity Projections	Debt schedules, current debt limits, remaining borrowing capacity, and "laddering" plans to prevent levy spikes.	As Needed / Annually	<input type="checkbox"/> Don't Include <input type="checkbox"/> Include Report: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Biannually <input type="checkbox"/> Annually
Capital Improvement Plan (CIP) Report	Proposed capital projects: streets, facilities, vehicles, etc.	Annually (Jun–Aug)	<input type="checkbox"/> Don't Include <input checked="" type="checkbox"/> Include Report: <input checked="" type="checkbox"/> Annually

Report Type	Description	Frequency	Committee Decision
Revenue & Expenditure Forecasting	Long-term fiscal forecasting: revenues, fund balance, and personnel cost projections (wages, insurance, WRS).	Biannually	<input type="checkbox"/> Don't Include <input type="checkbox"/> Include Forecasting: <input type="checkbox"/> Biannually <input type="checkbox"/> Annually <input type="checkbox"/> Other
Audited Financial Statements	Review of audit findings. Audit conducted ~May; report provided fall.	Annually (Fall)	<input type="checkbox"/> Don't Include <input checked="" type="checkbox"/> Include Report: <input checked="" type="checkbox"/> Annually
Budget Formation	Full budget preparation, review, and recommendation to Council.	Annually (Aug–Nov)	N/A

PART 2 — PURCHASE APPROVAL THRESHOLDS

Background: Department heads are currently authorized to make purchases within the adopted budget and Financial Policy. Additional authorization is required for all expenditures exceeding \$3,000 and for any unbudgeted purchases. The committee is asked to determine whether these thresholds should be updated and to clarify the Budget Committee's review role going forward.

Threshold & Policy Questions

- Should the Budget Committee review and recommend Council approval of purchases that are already included in the adopted budget and have been approved by the appropriate committee?
 - No
 - Yes
- If budgeted purchase review is required, should it apply to all amounts or only those above a specific threshold? What should that threshold be?
 - No, only for purchases over \$_____
 - Yes
- Should the Budget Committee review purchases that are **NOT** included in the adopted budget (unbudgeted items)?
 - No
 - Yes
- If unbudgeted purchase review is required, should it apply to all amounts or only those above a specific threshold? What should that threshold be?
 - All amounts
 - Only unbudgeted purchases over \$_____
- Are there any other policy changes or considerations the committee would like to address?

Committee Decision / Notes:

Current vs. Proposed Policy — Summary Table

Yellow cells indicate fields requiring committee input. Dollar amounts and policy choices should be filled in during discussion.

Scenario	Current Policy	Future Financial Policy Amendments
Budgeted purchase < \$3,000	Department head approval only	\$_____
Budgeted purchase > \$3,000	Requires bids/quotes then Council approval, or Mayor may approve up to \$5,000 unilaterally	Threshold: \$_____ Require 2+ quotes/bids/proposals Competitive bidding for public construction Applicable committee to authorize
ANY unbudgeted purchase	Requires Mayor and/or Council approval with Finance recommendation	Recommendation from applicable committee Recommendation from Budget Committee Council authorization required
Unbudgeted emergency repair or emergency purchase ≥ \$3,000	Requires prior notification and unanimous approval of Mayor, Council President, and Clerk. Council advised via email.	Replace Clerk with Administrator Threshold: \$_____