

Village of Thornton

Memo

To: Board of Trustees
From: Simone Jackson, Treasurer
cc: Vivian Payne, Village Administrator
Date: 11/13/2025
Re: Budget Line Item Transfer Request for 11/17/25 Board Meeting

Please see the below request for your review and approval of a line item transfer within the Village's FYE 4/30/2026 Operating Budget to address continued unforeseen miscellaneous expenses that were not fully anticipated during the original budgeting process.

The General Fund's Miscellaneous Expense account, initially set to \$3,500.00 is currently over budget by \$165.39. From my observation, the initial allocation of miscellaneous expenses did not adequately consider the items that comprise such expenses, such as recurring monthly bank fees, tax payment adjustments, benefits plan administration fees, and recruitment services.

From: Account: 01-73-8006 Contingency	(\$5,600.00)
To: Account 01-50-8006 Miscellaneous	\$5,600.00

We can expect approximately \$2,600.00 in recurring bank fees, plan administration fees, and fingerprinting fees miscellaneous expenses for the remainder of the fiscal year. Furthermore, I believe it's fair to budget \$3,000.00 for other variable needs and activities that don't fit neatly into other designated budget categories but are necessary for the Village's operations and services.

I would like to emphasize that this request is made with the intention of enhancing the budget's practicality and effectiveness. By addressing these expense needs now, we can prevent potential disruptions in our operations and maintain our financial integrity.