



Memorandum

TO: Mayor and City Council Members

FROM: Crystal Postell, Finance Director

CC: Stevie Cox, City Manager

DATE: May 30, 2024

REF: Budget Amendment to Align Budget for Fiscal Year End – Ordinance 24 – 10

Summary:

Budget amendment to align the General Fund Annual Budget to balance accounts for the fiscal year end audit process.

Background:

The Finance Department has conducted a year-end review of our general ledger accounts. We must conduct a transfer from the City's budgeted "Contingency" line to the following departments: Administration, Finance, and Public Buildings. The Administration Department has requested an additional \$4,000 for professional services. The Finance Department has requested an additional \$4,000 for tax collection fees. The Public Buildings Department has requested an additional \$5,000 for repairs and maintenance. We will be conducting a transfer from our contingency line item to cover these transfers. This is NOT an appropriation and does not increase the City's General Fund Annual Budget for Fiscal Year 2023 – 2024.

N.C.G.S 159-13(b)(3): A contingency appropriation shall not exceed five percent (5%) of the total of all other appropriations in the same fund, except there is no limit on contingency appropriations for public assistance programs required by Chapter 108A. Each expenditure to be charged against a contingency appropriation shall be authorized by resolution of the governing board, which resolution shall be deemed an amendment to the budget ordinance setting up an appropriation for the object of expenditure authorized. The governing board may authorize the budget officer to authorize expenditures from contingency appropriations subject to such limitations and

procedures as it may prescribe. Any such expenditure shall be reported to the board at its next regular meeting and recorded in the minutes.

Recommendation:

Staff recommends that the City Council approve and adopt Ordinance 24 – 10 to balance accounts for the fiscal year audit process.

Attachments:

Ordinance 24 – 10