

TAB 13



# City of Palmetto Agenda Item

**Meeting Date**

9/24/12

**Presenter:** Jim Freeman

**Department:** City Clerk

**Title:** 2012-30 FY2012 YEAR END BUDGET CLEANUP

**PROBLEM:** At the end of each fiscal year the budget is reviewed for line items that are over or under budget at an amount that needs adjustment.

**BACKGROUND:** The Auditors, as a part of their audit procedures in December, compare the budget in the funds to the actual revenues and expenses. This procedure is performed in all funds but particular attention is given to governmental funds. In some cases, when the difference between the budgeted and actual amount is greater than 10%, the auditor will question the reason for this variance. Therefore, it is normal procedure at the end of the fiscal year to review the budget for reasonableness and adjust any budget lines showing a large variance. Finance has identified several revenue lines and a few expense lines needing adjustments. These accounts and the adjustment amounts are listed on Attachment A. The basic reasons for the adjustments are:

1. Budget estimations of revenues are under or over the actual and need the adjustment.
2. The City's property taxes received are over budget.
3. A portion of the additional General Fund Revenue is being used to cover the payout of the Deputy City Clerk.
4. Very few expense lines require adjustment. The budgeted level for auditing purposes is the cost center. The expense lines to be adjusted are to protect the cost center from going over budget (General Fund).

This resolution is to adjust the budget only and does not affect the actual or projected surplus.

<b>Budgeted Amount:</b>	<input type="text"/>	<b>Budget Page No(s):</b>	<input type="text"/>	<b>Available Amount:</b>	<input type="text"/>	<b>Expenditure Amount:</b>	<input type="text"/>
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<b>Additional Budgetary Information:</b>	Revenue budget increases are greater or equal to expense budget increases in all funds.
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<b>Funding Source(s):</b>	<input type="text"/>	<b>Sufficient Funds Available:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Budget Amendment Required:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Source:</b>	<input type="text"/>
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<b>City Attorney Reviewed:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<b>Advisory Board Recommendation:</b>	<input type="checkbox"/> For <input type="checkbox"/> Against <input checked="" type="checkbox"/> N/A	<b>Consistent With:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input type="text"/>
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<b>Potential Motion/Direction Requested:</b>	Motion to approve Resolution 2012-30 to amend FY2011-2012 budget.
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<b>Staff Contact:</b>	Karen Simpson	Finance	x7109
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<b>Attachments:</b>	Attachment A
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**RESOLUTION NO. 2012-30**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, AMENDING RESOLUTION NO. 2011-31, WHICH RESOLUTION ADOPTED THE BUDGET FOR FISCAL YEAR 2011-2012, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, from time to time it is necessary to increase or decrease revenues and expenditures in certain accounts, and;

**WHEREAS**, it is necessary to provide budgetary authorization for the expenditure of these funds;

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA:**

**Section 1:** That appropriate line items of the fiscal year ending September 30, 2012 be increased and decreased as evidenced in Attachment A for the purpose of adjusting the FY2012 budget for budget vs. actual audit review.

**Section 2:** This Resolution shall become effective immediately upon its passage.

**Section 3:** All Resolutions and parts of Resolutions in conflict herewith are repealed.

**PASSED AND DULY ADOPTED**, in regular session, by the City Commission of the City of Palmetto, with a quorum present and voting, this 24<sup>th</sup> day of September, 2012.

CITY OF PALMETTO, FLORIDA  
BY AND THROUGH THE CITY  
COMMISSION OF THE CITY OF  
PALMETTO

By: \_\_\_\_\_  
SHIRLEY GROOVER BRYANT, MAYOR

ATTEST: JAMES R. FREEMAN

By: \_\_\_\_\_  
City Clerk

Resolution 2012-30  
Year End Budget Cleanup

Attachment A

Account #	Cost Center	Description	Net Increase (Decrease)
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**General Fund**

**Revenues**

001 311 1000	General Fund	PY 2010 Property Taxes	3,890.00
001 311 1010	General Fund	Current Property Taxes	37,888.00
001 324 1100	General Fund	Impact Fees - Law (Residential)	873.00
001 324 1100	General Fund	Impact Fees - Law (Residential)	833.00
001 324 6100	General Fund	Impact Fees - Parks (Residential)	781.00
001 324 6100	General Fund	Impact Fees - Parks (Residential)	3,891.00
001 324 7100	General Fund	Impact Fees - General (Residential)	943.00
001 324 7200	General Fund	Impact Fees - General (Commerical)	884.00
001 335 4100	General Fund	State Rev/Mtr Fuel Tx Ref	4,361.00
001 341 9023	General Fund	Abandoned/Vacant Prop Registration	1,600.00
001 342 0400	General Fund	Fingerprint/Copying/IDs-PD	1,100.00
001 347 4600	General Fund	Culture/Recreation-July4th Firewo	(2,333.00)
001 361 0100	General Fund	Investment Earnings-Interest	7,750.00
001 362 2000	General Fund	Rent - Cell Tower (Non Taxable)	312.00
001 364 4100	General Fund	Disposition Of Assets	13,682.00
001 364 5000	General Fund	Sales of Scrap Materials	91.00
001 369 0200	General Fund	Other Misc Rev/Srv Fire District	3,505.00
001 369 0400	General Fund	Other Misc Rev/EMS-Manatee County	1,600.00
001 369 0900	General Fund	Other Misc Rev/Refund Exp-CurrentYr	351.00
001 369 1700	General Fund	Other Misc Rev/NSF Check Charges	120.00
001 369 6800	General Fund	Other Misc Rev/Refund Exp	20,276.00
001 369 8002	General Fund	Over/Short Central Stores Inventory	1,727.00
<b>Total Revenue</b>			<u><u>104,125.00</u></u>

**Expenses**

001 512 1201	General Fund	Regular Salaries	18,459.00
001 512 2101	General Fund	FICA Taxes	846.00
001 512 2221	General Fund	Retirement General Employee	3,886.00
001 512 2301	General Fund	Health and Dental Insurance	555.00
001 512 2302	General Fund	Health Insurance -Dependent Subsidy	222.00
001 521 5215	General Fund	Fuel and Lubricants	13,682.00
001 540 4902	General Fund	Issues to EMS	3,505.00
001 540 4903	General Fund	Issues to North River RD	1,600.00
<b>Total Expense</b>			<u><u>42,755.00</u></u>

**Total Change to Fund -- Surplus\|(Deficit)** 61,370.00

**Building Department**

**Revenues**

001 329 0300	Building	Building Permit Surcharge	14,360.00
001 367 0100	Building	Building Dept/Admin Fees	3,400.00
<b>Total Revenue</b>			<u><u>17,760.00</u></u>

**Expenses**

001 524 5215	Building	Fuel and Lubricants	3,400.00
001 524 9800	Building	Building Permit Surcharge	14,360.00
<b>Total Expense</b>			<u><u>17,760.00</u></u>

**Total Change to Fund -- Surplus\|(Deficit)** -

Resolution 2012-30  
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Account #	Cost Center	Description	Net Increase (Decrease)
<b>CRA</b>			
<b>Revenues</b>			
190 361 0100		Investment Earnings	9,950.00
190 369 0300		Other Misc Rev/Sponsorship	3,000.00
190 369 4700		Tax Increment Funds-Manatee County	(6,052.00)
		<b>Total Revenue</b>	<u>6,898.00</u>
<b>Expenses</b>			
190 559 6401	CRA	Machinery/Equipment/Software	3,600.00
190 559 5274	CRA	Ag Museum	(3,600.00)
190 559 7269	CRA	CRA-06 Loan Int Exp	(5,602.00)
		<b>Total Expense</b>	<u>(5,602.00)</u>
		<b>Total Change to Fund -- Surplus\(\(Deficit)</b>	<u>12,500.00</u>

**Road & Bridge**

<b>Revenues</b>			
307 324 3100	Road & Bridge	Impact Fees - Streets (Residential)	2,423.00
307 324 3200	Road & Bridge	Impact Fees - Streets (Commerical)	2,423.00
307 343 2000	Road & Bridge	FDOT/Hwy MTCE Contract	(2,313.00)
307 361 0100	Road & Bridge	Interest Earnings	9,600.00
307 361 0200	Road & Bridge	Interest Rev - Impact Fees	549.00
		<b>Total Revenue</b>	<u>12,682.00</u>

**Solid Waste**

<b>Revenues</b>			
403 361 0100		Investment Earnings	1,750.00
		<b>Total Revenue</b>	<u>1,750.00</u>

**Water/Sewer**

<b>Revenues</b>			
432 324 2100		Impact Fees - Water (Residential)	1,803.00
432 324 2150		Impact Fees - Sewer (Residential)	6,614.00
432 324 2200		Impact Fees - Water (Commerical)	2,080.00
432 324 2250		Impact Fees - Sewer (Commerical)	2,823.00
432 341 1100		Credit Card Transaction Fees	1,000.00
432 365 1100		Sale Of Surplus Materials/Scrap	2,187.00
432 361 0100		Investment Earnings	1,750.00
		<b>Total Revenue</b>	<u>18,257.00</u>

**Stormwater**

<b>Revenues</b>			
440 361 0100		Investment Earnings	740.00
		<b>Total Revenue</b>	<u>740.00</u>