

2013 to 2014 Carryovers in Fund 0100 - General Fund

<u>Org</u>	<u>Object</u>	<u>Program/Project Description</u>	<u>Amount</u>	<u>Funding Source</u>	<u>Frequency</u>	<u>Reason</u>
1722	52990	Master Plan (Rebranding)	5,794.00	Tax Levy	Periodic	To carryover remaining funds of the City Master Plan
2130	53460	Honor Guard	2,632.00	Donations	Annual Review	To carryover donated funds for a specific use
5141	53490	Children Services Grant	3,499.00	Grant/Tax Levy	Annual Review	To carryover funds related to a Library Grant
5132	53710	Waukesha Reads Grant	2,483.00	Grant/Donations	Annual Review	To carryover funds related to a Library Grant
Total			14,408.00			

WAUKESHA POLICE MEMORANDUM

DATE: 02/12/2014
TO: Rich Abbott, Finance Director
FROM: Dan Baumann, Captain of Police
SUBJECT: Honor Guard Donations/Expenditures

The Waukesha Police Honor Guard Unit receives donations for uniform and equipment. We do not want to open up a satellite banking account to place these funds in. Finance has designated 2130.48410 as the "Honor Guard – Donations" account. When a donation is received it will be tracked in 2130.48410. Account 2130.53460 has been dedicated to track "Honor Guard – expenditures". Furthermore, I request that any unspent donations be carried over from year to year. Lastly, I am in complete understanding that this is not a budgeted item, therefore nothing will be expensed if there are not funds in 2130.48410.

Respectfully Submitted,



Dan Baumann
Captain of Police

Fund	Org	Object	Description	Actual	<u>2011</u>	<u>2012</u>	<u>2013</u>	
0100	2130	48410	Donations - Honor Guard	Actual	(8,629.50)	(50.00)	(225.00)	Where new money comes in.
0100	2130	49990	Appropriated Fund Balance	Actual	-	-	-	Where Previous funds would go.
0100	2130	53460	Honor Guard	Actual	-	6,273.21	-	Where new and old funds would be spent.
					<u>(8,629.50)</u>	<u>6,223.21</u>	<u>(225.00)</u>	
								(2,631.29)

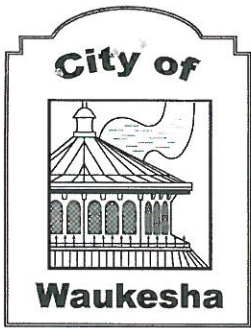
Don't budget these accounts with money in the normal budget process.

Carryover these funds for only the actual amounts collected.

Reminder: don't spend the funds until you have them.

Explanation of Program - (will help justify the carryover of funds within the Gen Fund)

Required BUA		Debit	Credit
	2130.53460	2,632	
	2130.49990		2,632
To record available funds for Honor Guard			



COMMUNITY DEVELOPMENT

201 DELAFIELD STREET
WAUKESHA, WISCONSIN 53188-3633
TELEPHONE 262/524-3750 FAX 262/524-3751

Steven P. Crandell, Director

scrandel@ci.waukesha.wi.us

Memo

To: Rich Abbott, Finance Director

From: Steven P. Crandell, Director of Community Development

Date: January 13, 2014

Re: Community Development – Planning Division Non-lapsing Carryover Request

As per the Finance Department's "Year End Procedures" memo, I am requesting the 2013 Redevelopment Authority (RDA) budget balance from account 170 1722 (Redevelopment Authority) be carried forward into 2014.

This request is what we discussed on Monday, January 13, 2014.

The dollars will be used for the "Rebranding" project approved by Council.

If you should have any questions, please call for my assistance.



Account	2012		2013		Total Plan to Date
	Budget	Actual	Budget	Actual	
1722.52190	-	14,638.32	-	-	14,638.32
1722.52990	44,733.00	-	44,733.00	24,301.64	24,301.64
					<u>38,939.96</u>
				Budget as of 2012	44,733.00
				Remaining for 2014	5,793.04

In 2012, an amount for the master plan was charged to a wrong account.
I have adjusted the 2013 to 2014 carryover for that.

BUA		Debit	Credit
1722.52990 Contractual Services		5,794.00	
1722.49990 Appropriated Fund Balance			5,794.00
To record Budget for remaining City Master Plan			



WAUKESHA PUBLIC LIBRARY

321 WISCONSIN AVENUE
WAUKESHA, WISCONSIN 53186-4713
TELEPHONE 262/524-3680 FAX 262/524-3677

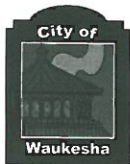
Grant C. Lynch, Executive Director
glynch@waukesha.lib.wi.us

MEMORANDUM

TO: Rich Abbott, Finance Department
FROM: Grant Lynch
DATE: January 9, 2014
SUBJECT: Carryover request of 2013 funds

The Library Board of Trustees has approved the request to carryover the following amounts from the Library's 2013 operating budget:

- Waukesha Reads Grant (5132): \$2,482.⁰⁰/₃₂ *cash receipt correction*
- Children's Services Grant (5141): \$3,498.85



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Childrens Services Grant

Org	Object	Description	Last Year	Last Year	Available
			Revised Budget	Actuals	
5141	42910	Grants-Other	(6,212.00)	(1,301.50)	(4,910.50)
5141	53120	Office Supplies	0.00	0.00	0.00
5141	53130	Printing/Photocopying	0.00	0.00	0.00
5141	53490	Other Operating Supplies	8,448.00	38.65	8,409.35
5141	53710	Library Books/Materials	0.00	0.00	0.00
			8,448.00	38.65	8,409.35
Amount Available To Carryover					3,498.85

BUA Req'd		
5141	42910	Grants-Other
		DR
		CR
5141	53490	Other Operating Supplies
		8,409.35
		Offset
		3498.39

Library Memo requesting carryover was scanned in

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Last Update: 5/8/14
Prepared by: VK

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Message

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Reply All

Forward

Respond

Meeting

More

Inbox

Team E-mail

Reply & Delete

To Manager

Done

Create New

From: Cindy Braun

To: Vicki Krueger; Grant Lynch

Cc: Karol Kennedy

Subject: RE: Children's Services Grant

Oh yes.

From: Vicki Krueger

Sent: Thursday, May 08, 2014 10:22 AM

To: Grant Lynch

Cc: Cindy Braun

Subject: Children's Services Grant

Hi,

I'm looking over your carry over requests.

In the Children's services grant, is the library still entitled/expected to receive the remaining Grant funds of \$4,910.50 remaining in the 2013 budget as uncollected?

Thanks

Waukesha Reads Grant

Org	Object	Description	Last Year Revised Budget	Last Year Actuals	Available
5132	42910	Grants-Other	-6,212	-16,000.00	9,788.00
5132	48410	Private Donations-Lighted Do	<u>0</u>	<u>-9,500.00</u>	<u>9,500.00</u>
			-6,212	-25,500.00	19,288.00
5132	52190	Other Professional Services	0	9,865.00	-9,865.00
5132	53110	Postage and Box Rent	0	0.00	0.00
5132	53120	Office Supplies	0	729.88	-729.88
5132	53130	Printing/Photocopying	0	1,967.00	-1,967.00
5132	53260	Advertising	0	364.40	-364.40
5132	53320	Employee Auto Allowance	0	0.00	0.00
5132	53710	Library Books/Materials	<u>7,604</u>	<u>11,483.70</u>	<u>-3,879.70</u>
			7,604	24,409.98	-16,805.98

Amount Available To Carryover **2,482.02**

BUA Required		
5132	53710 Library Books/Materials Offset	Dr 2,482.02 Cr

Library Memo requesting carryover was scanned in

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Last Update: 5/8/14
Prepared by: VK

File

Message

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Team E-mail

Reply & Delete

Quick Steps

To Manager

Done

Create New

Rules

Move

Actions

You replied to this message on 5/8/2014 10:58 AM.

From: Cindy Braun

To: Vicki Krueger; Grant Lynch

Cc: Karol Kennedy

Subject: RE: Waukesha Reads Grant

Yes, 5132.53710 is fine.

From: Vicki Krueger

Sent: Thursday, May 08, 2014 10:57 AM

To: Grant Lynch

Cc: Cindy Braun; Karol Kennedy

Subject: Waukesha Reads Grant

Hi,

You had indicated that you would like to carryover \$2,482.02 for the Waukesha Reads Grant.

Can you tell me what account(s) you would like this to go to?

Account Inquiry

File Edit Tools Help

Accept Cancel Cut Copy Paste Find Browse Query Add Update Delete Print Display PDF Save Excel

Org	Object	Description	Last Year Revised Budget	Last Year Actuals
5132	42910	Grants-Other	-6,212.00	-16,000.00
5132	48410	Private Donations-Lighted Do	0.00	-9,500.00
5132	52190	Other Professional Services	0.00	9,865.00
5132	53110	Postage and Box Rent	0.00	0.00
5132	53120	Office Supplies	0.00	729.88
5132	53130	Printing/Photocopying	0.00	1,967.00
5132	53260	Advertising	0.00	364.40
5132	53320	Employee Auto Allowance	0.00	0.00
5132	53710	Library Books/Materials	7,604.00	11,483.70

I assume that you would like this to go to 5132.53710 Library Books/Materials, but I just wanted to check with you first.

Can you please confirm?