

2015 to 2016 Carryovers in Fund 0100 - General Fund

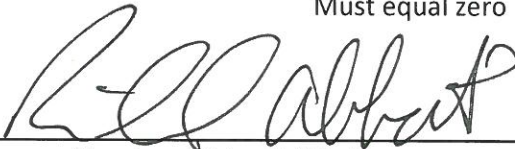
<u>Org</u>	<u>Object</u>	<u>Program/Project Description</u>	<u>Amount</u>	<u>Funding Source</u>	<u>Frequency</u>	<u>Reason</u>
2130	53460	Honor Guard	2,494	Donations	Annual Review	To carryover donated funds for a specific use
5132	52190	Waukesha Reads Grant	5,092	Grant/Donations	Annual Review	To carryover funds related to a Library Grant
5141	53490	Children Services Grant	4,474	Grant/Tax Levy	Annual Review	To carryover funds related to a Library Grant
1330	52135	Consulting	40,394	Tax levy	Infrequent	To carryover funds for Pay plan and Dispatch study's
		Total	52,454			

2015 - 2016 Carryover Adjustments						
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Fund	Org	Object	Description	Amount	Year
1	0100	2130	53460 Honor Guard	2,494.00	2016
	0100	2130	49990 Appropriated Fund Balance	(2,494.00)	
To carryover unused donation for Honor Guard					
2	0100	5132	53710 Library Books/Materials	5,092.00	2016
	0100	5132	49990 Appropriated Fund Balance	(5,092.00)	
To carryover unused donations and grant funds for grant program					
3	0100	5141	53490 Other Operating Supplies	4,474.00	2016
	0100	5141	49990 Appropriated Fund Balance	(4,474.00)	
To carryover unused donations and grant funds for grant program					
4	0100	1330	52135 Other Operating Supplies	40,394.00	2016
	0100	1330	49990 Appropriated Fund Balance	(40,394.00)	
To carryover unused donations and grant funds for grant program					

Must equal zero

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 Finance Director - Richard Abbott 5/18/2016
Date



 City Administrator - Kevin M. Lahner 5/18/2016
Date

Fund	Org	Object	Description		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
0100	2130	48410	Donations - Honor Guard	Actual	(8,629.50)	(50.00)	(225.00)	(1,594.30)	(175.00)
0100	2130	49990	Appropriated Fund Balance	Actual	-	-	-	-	-
0100	2130	53460	Honor Guard	Actual	-	6,273.21	-	1,808.40	98.61
					<u>(8,629.50)</u>	<u>6,223.21</u>	<u>(225.00)</u>	<u>214.10</u>	<u>(76.39)</u>

(2,493.58)

Where new money comes in.
Where Previous funds would go.
Where new and old funds would be spent.

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	2,494	
	2130.49990		2,494
	To record available funds for Honor Guard		

City of Waukesha

Budget Carryover Request for Special Appropriations

Date: 2/18/2016

Department: Library

Responsible Person: Grant Lynch

Original Budget Year: 2015

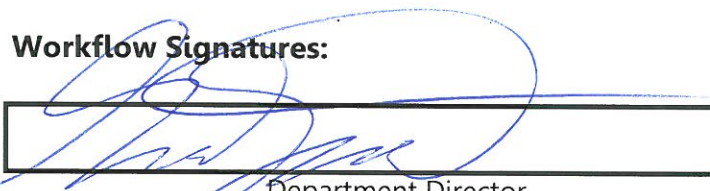
Carry-Over to Budget Year: 2016

Fund	Org.	Object	Project	Amount
100	5132			\$5,091.72

Reason:

Waukesha Reads Funds to be used for 2016 Wauk. Reads Event

Workflow Signatures:



 Department Director

2/16/16
Date



 Finance Director

5/18/16
Date



 City Administrator

5/18/16
Date

Org	Object	Description	Rev Budget	Actual
5132	42910	Grants-Other	-	(16,680.00)
5132	48410	Private Donations-Lighted Do	(15,000.00)	(8,200.00)
5132	49990	Appropriated Fund Balance Ap	(2,296.00)	-
5132	52190	Other Professional Services	6,000.00	8,930.10
5132	53110	Postage and Box Rent	250.00	-
5132	53120	Office Supplies	500.00	742.87
5132	53130	Printing/Photocopying	1,000.00	1,895.62
5132	53260	Advertising	-	2,405.00
5132	53320	Employee Auto Allowance	-	-
5132	53710	Library Books/Materials	9,546.00	8,110.69
			<u>-</u>	<u>(2,795.72)</u>
			2014 C/O	(2,296.00)
			2015 activity	<u>(2,795.72)</u>
			2015 C/O	<u>(5,091.72)</u>
			Requested	<u>5,091.72</u>
			Difference	<u><u>-</u></u>

City of Waukesha

Budget Carryover Request for Special Appropriations

Date: 2/18/2016

Department: Library

Responsible Person: Grant Lynch

Original Budget Year: 2015

Carry-Over to Budget Year: 2016

Fund	Org.	Object	Project	Amount
100	5141			\$4,474.22

Reason:

These are gift and grant dollars to be used for Children's programming & supplies such as for summer reading program.

Workflow Signatures:



 Department Director

2/16/16
Date



 Finance Director

5/18/16
Date



 City Administrator

5/18/16
Date

Org	Object	Project	Description	Rev Budget	Actual
5141	42910		Grants-Other	(2,991.00)	(5,775.50)
5141	49990		Appropriated Fund Balance Ap	(1,936.00)	-
5141	53120		Office Supplies	-	1,687.30
5141	53130		Printing/Photocopying	-	-
5141	53490		Other Operating Supplies	4,927.00	1,367.19
5141	53710		Library Books/Materials	-	182.80
				<u>-</u>	<u>(2,538.22)</u>
				2014 C/O	(1,936.00)
				2015 activity	<u>(2,538.22)</u>
				2015 C/O	<u>(4,474.22)</u>
				Requested	<u>4,474.22</u>
				Difference	<u><u>-</u></u>

Rich Abbott

From: Cindy Braun
Sent: Wednesday, February 24, 2016 11:36 AM
To: Rich Abbott
Cc: Grant Lynch
Subject: RE: carryover request

5141.53490

5132.52190

-----Original Message-----

From: Rich Abbott
Sent: Wednesday, February 24, 2016 11:21 AM
To: Cindy Braun
Cc: Grant Lynch
Subject: RE: carryover request

Just email me the expense accounts and I'll attach that.

Rich

-----Original Message-----

From: Cindy Braun
Sent: Wednesday, February 24, 2016 11:20 AM
To: Rich Abbott
Cc: Grant Lynch
Subject: RE: carryover request

So will you send a new form when it is ready please?

-----Original Message-----

From: Rich Abbott
Sent: Wednesday, February 24, 2016 11:19 AM
To: Cindy Braun
Cc: Grant Lynch
Subject: RE: carryover request

I do have those, but they will need to go to Finance and Council. The other CIP will as well.

We will need to know what expense accounts you want the funds spread to within the Org. (This was a good trial run and we learned that we need to add more lines to the form.)

Rich

-----Original Message-----

From: Cindy Braun
Sent: Wednesday, February 24, 2016 10:52 AM
To: Rich Abbott
Cc: Grant Lynch

City of Waukesha
 City Administrator - Carry Over Request
 12/31/2015

In 2014, there was \$75,000 budgeted for a pay plan study. There was not a carryover request completed.

		Contract	Job Desc	Misc Exp	Add'l Visits	Total Cost
		42,800.00				
<u>Invoice</u>	<u>Year</u>					
1-7-014-0065	2014	(17,120.00)				(17,120.00)
2-12-014-017	2014	(12,840.00)				(12,840.00)
3-6-15-152	2015		(7,750.00)			(7,750.00)
4-8-15-193	2015		(6,850.00)			(6,850.00)
5-2-16-031	2015	<u>(12,840.00)</u>	(10,600.00)	(2,000.00)	(4,800.00)	<u>(30,240.00)</u>
		<u>-</u>				<u>(74,800.00)</u>

Account 1330-52135

M:\RAbbott\Departments\City Admin\[Gov Hr - Class & Comp.xlsx]Sheet1

In 2015, a dispatch study was planned for \$50,000. The funds were used up by the Payplan that was not carried over.

We need to carryover \$40,394 ($\$42,994 - 2640 = 40,394$) to pay for the dispatch study that will be performed in 2016.

 = total request

Fund	0100	...	Gen'l fund	Acct	0100-1-100-131-1330-52135-00000000-000-0000-		
Org	1330	...	CA	Acct name	Consulting		
Object	52135	...	Consulting	Type	Expense	Status	Active
Project		...				<input type="checkbox"/> MultiYr Fund	

4 Year Comparison	Current Year	History			
Yr/Per 2016/01	Fiscal Year 2016		Fiscal Year 2015		Fiscal Year 2014
Original Budget	50,000.00		50,000.00		75,000.00
Transfers In	.00		.00		.00
Transfers Out	.00		.00		.00
Revised Budget	50,000.00		50,000.00		75,000.00
Actual (Memo)	250.00		52,640.00		32,005.30
Encumbrances	.00		.00		.00
Requisitions	.00				
Available	49,750.00		(B) -2,640.00		(A) 42,994.70
Percent used	.50		105.28		42.67

Economic development

dispatch study

pay plan

Small amt used for business outreach downtown to support West Main Street

Amnt available for completion of pay plan