

**BUDGET CHANGE FORM**

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one:				
<input checked="" type="checkbox"/> Budget Appropriation	250-3559	\$ 2,000	250-310-4111	\$ 2,000
	251-2909	162,000	251-551-4207	162,000
	310-2940	3,200	310-910-4239	3,200
<input type="checkbox"/> Budget Transfer	352-3741	27,000	352-910-4237	27,000

**Explain the reason for the budget change:**

**Background:** Finance staff is in the process of closing the City revenue and expenditures accounts for the fiscal Year 2013-14. To maintain conformity with the City's budgeting policies and to prepare for the annual external audit, year-end budget adjustments are necessary to address items that were not known at the time the FY 13-14 budget was developed.

All funds, departments and project budgets have been reviewed to determine necessary adjustments. The detail for each budget adjustment item is described below.

- 1) Increase the budget appropriations for the Finance Department by \$2,000. The increased budget amount is related to Community Development Block Grants (CDBG) administration costs in FY 13-14 that is fully reimbursable by the U.S. Department of Housing and Urban Development.
- 2) Increase the budget appropriation for Planning and Neighborhood Services Department by \$162,000. The increased budget amount is related to increased housing rehab loans provided to the community in FY 13-14. The housing rehab loans will be fully reimbursable by the U.S. Department of Housing and Urban Development.
- 3) Increase the budget appropriations for Street Fund Non-departmental budget by \$3,200. The increased budget amount is related to audit fees for street grants in FY13-14. The source of funding will be the Street Operating Fund.
- 4) Increase the budget appropriation of the Piper Montague Infrastructure Non-departmental budget by \$27,000 due to outside attorney cost for the formation of Community Facilities District No. 2013-1 (Piper Montague). The City received full reimbursement from the three developers involved.

**Fiscal Impact:** The only budget adjustment that has impact on the fund balance is the utilization of Street Fund for \$3,200 audit fees. The remaining budget adjustments were either reimbursed or fully reimbursable by third parties.

**Recommendation:** Approve the Fiscal Year 2013-14 year-end budget appropriations as itemized in the budget change form which is included in the City Council agenda packet.

Check if City Council Approval required.

Meeting Date: September 2, 2014

Requested by:	Department Head:	Date: August 21, 2014
Reviewed by:	Finance Director: <i>[Signature]</i>	Date: <i>8/22/14</i>
Approved by:	City Manager:	Date:
Date approved by City Council, if required:		Confirmed by: