
INTEROFFICE MEMORANDUM

TO: PATRICIA JACKSON, CITY MANAGER
FROM: PAMELA LAWSON, FINANCE DIRECTOR
SUBJECT: FY13 BUDGET AMENDMENT
DATE: MAY 2, 2013
CC:

I am requesting a FY13 budget amendment for the Enterprise Fund to be done soon instead of at the end of the year as we will be over budget in this fund and will have to do an amendment. I have listed the details below for the reasoning for this amendment:

- When calculating the FY13 budget, we had thought that the CDBG project was going to be completed in FY12 and therefore we didn't budget any CDBG grant revenue and expenses for FY13. This amendment corrects that.
- When calculating the bond project amounts for the FY13 budget, for the cash carryforward and expense I plugged in the amount of 5th 3rd bond revenue we had remaining at that time. But more expenses came in between the time the budget document was done and when we closed the books for FY12, so the FY13 bond expenses and cash carryforward are being reduced by the additional amount that was paid in FY12 versus what was needed for FY13.
- I originally recorded the water and sewer readiness to serve revenue to be based on what was actually estimated to be received due to how we have billed these invoices for the FY10 and FY11 charges and recorded the revenue. Instead we used our financial program/utility billing system to invoice the customers for the FY12 readiness to serve charges and therefore all bills were recorded to revenue with the offset entry to accounts receivable. So I've increased the water and sewer readiness to serve revenue accounts to reflect this, and I increased the amount of our bad debt expense to offset the amount of revenue billed that may not be collected in this fiscal year.

If you need additional information please let me know.

City of Polk City
 FY13' Budget Amendment
 5/1/2013

Summary of Amendment Change for the Enterprise Fund:

Funds	Original Total Budget Per Fund	Amount of Change to Budget	Amended Total Budget Per Fund
Enterprise Fund	\$3,158,706.00	\$177,666.00	\$3,336,372.00
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Details of Amendment Change:

Enterprise Fund

Revenues:

GL Account #	Account Description	Original Budget Amount Per GL Account #	Change in Amount	Amended Budget Amount
		\$0.00	\$0.00	\$0.00
3-05-325-210	Readiness to Serve Charge - Sewer	\$88,372.00	\$56,011.00	\$144,383.00
3-05-325-211	Readiness to Serve Charge - Water	\$50,689.00	\$36,487.00	\$87,176.00
3-05-331-510	CDBG	\$0.00	\$373,416.00	\$373,416.00
3-05-359-100	Other Fines & Forfeitures	\$24,000.00	\$11,000.00	\$35,000.00
3-05-381-900	Cash Carryforward	\$1,173,154.00	-\$299,248.00	\$873,906.00
	Total	\$1,336,215.00	\$177,666.00	\$1,513,881.00

Expenditures:

GL Account #	Account Description	Original Budget Amount Per GL Account #	Change in Amount	Amended Budget Amount
		\$0.00	\$0.00	\$0.00
3-05-533-631	Improvements Other than Bldg - CDBG E	\$0.00	\$373,416.00	\$373,416.00
3-05-590-312	Professional Services - Other - Non-Dept	\$15,505.00	\$29,495.00	\$45,000.00
3-05-590-630	Improvements Other than Bldg - Non-De	\$1,173,154.00	-\$299,248.00	\$873,906.00
3-05-590-996	Bad Debt - Non-Dept	\$7,500.00	\$74,003.00	\$81,503.00
	Total	\$1,196,159.00	\$177,666.00	\$1,373,825.00

ORDINANCE 2013-1300

AN ORDINANCE OF THE CITY OF POLK CITY, FLORIDA; AMENDING THE FINAL BUDGET; REALLOCATING AND REAPPROPRIATING MONIES WITHIN THE BUDGET FOR FISCAL YEAR 2012-2013; PROVIDING FOR ALL OTHER ITEMS IN THE BUDGET OF EXPENSES TO REMAIN UNCHANGED; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Polk City did on September 24, 2012, adopt a final budget for the City of Polk City through and by Ordinance 2012-1295; and,

WHEREAS, the City of Polk City Code of Ordinances (the "Code") sets the level of budgetary control at the fund level; and,

WHEREAS, in order to comply with the Code, it is necessary to amend the final budget for fiscal year 2012-2013.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF POLK CITY, FLORIDA:

SECTION 1. REAPPROPRIATED REVENUE; MODIFIED BUDGET. The final budget for the City of Polk City for the fiscal year 2012-2013 shall be set forth in the Budgeted Revenues and Expenditures, which is attached hereto and incorporated herein as "Exhibit A", with any modifications adopted at the public hearing held on the 17th day of June, 2013, as shown by the changed figures for any such items changed. If there are no changes to the figures in the proposed columns, then the figures and the budget adopted for fiscal year 2012-2013 shall stand as the final budget for that fiscal year. The revenue received by the City of Polk City, Florida, from the sources of revenue identified in Exhibit A that are not otherwise allocated or pledged are hereby re-appropriated and re-designated for the payment of general governmental expenditures and other municipal expenditures incident to the operation of the City in all governmental functions and capacities, as the same are designated, adjusted and set forth in the reallocation of funds for the fiscal year 2012-2013, attached as Exhibit A.

SECTION 2. CONFLICTS. All other provisions of Ordinance No. 2012-1295 and the 2012-2013 budget of expenses which are not in conflict with this or any part of the Ordinance shall remain unchanged and in full force and effect.

SECTION 3. SEVERABILITY. If any provision of this Ordinance or the application thereof is held invalid, such invalidity shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid provisions or applications, and to this end, the provisions of this Ordinance are hereby declared severable.

SECTION 4. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its adoption as a non-emergency ordinance in accordance with chapter 166, Florida Statutes.

INTRODUCED AND PASSED on first reading in regular session of the City Council of the City of Polk City this the 20th day of May 2013.

ATTEST:

APPROVED:

Patricia Jackson, City Clerk

Joe LaCascia, Mayor-Councilman

PASSED AND CERTIFIED AS TO PASSAGE on the second reading by the City Council of the City of Polk City, Florida, at regular session this 17th day of June, 2013.

ATTEST:

APPROVED:

Patricia Jackson, City Clerk

Joe LaCascia, Mayor-Councilman

APPROVED AS TO FORM & LEGALITY

Thomas A. Cloud, City Attorney