

City of Annapolis
Budget Revision Request
 (City Council Budget Revision > \$25,000)

Fund: General Fund, Self Insurance, Transportation **Control Number:** FT-7-23
Department: Various **Date:** 06/14/2023

Dept/Division	Account Name	Transfer From	Transfer To
See Attached	See Attached		

Explanation:
 See Attached - Template does not contain the amount of rows needed.

In Process

Approved by:

Joanna D. Dickinson

Finance Director

Michael Mallinoff

City Manager

Department Director

Mayor

Finance Committee

City Council

6/15/2023 | 5:03 AM PDT

Date

6/15/2023 | 9:05 AM EDT

Date

Date

Date

Date

Date

CM: City Manager approved transfers of appropriations of \$25,000 or less from one line item to another within a fund.

CM's do no increase the total budget or the budget for any fund.

FT: Fund Transfers of appropriations greater than \$25,000 from one line item to another within a fund.

These are also used for fund transfers from the contingency account, bond proceeds, or from one fund to another, regardless of the amount. FT's do not increase the total budget.

SA: Supplemental Appropriations from revenue not anticipated in the budget or in excess of that anticipated in the budget.

SA's increase the total budget.

City of Annapolis
Supplemental Appropriation form Surplus Funds

Fund: General Fund, Self Insurance, Transportation
Department: Various

Control Number: FT-7-23
Date: 06/14/2023

Dept	Account Name	Transfer From	Transfer To
Boards and Commissions	Salaries and benefits		149,000
Office of Law	Contractual Services		100,000
MIT	Salaries and benefits		13,200
R&P Pip Moyer	Salaries and benefits		92,000
R&P Pip Moyer	Contractual Service		25,000
R&P Administration	Salaries and benefits		75,000
R&P Stanton Center	Salaries and benefits		30,000
R&P Stanton Center	Contractual Services		7,300
Harbormaster	Salaries and benefits		33,000
Non-Allocated	Other	75,000	
Non-Allocated	Contingency	349,500	
Office of Law	Salaries and benefits	100,000	
Self Insurance	Fund Balance	325,000	
Self Insurance	Contractual Services		325,000
Transportation Maintenance	Salaries and benefits	80,000	
Transportation Operations	Salaries and benefits		80,000

Explanation:
 This budget revision reflects the 4th quarter transfer for the following:

- Boards and Commissions:** The Community Engagement Administrator's salary and benefits were erroneously omitted from the FY2023 adopted budget.
- Office of Law:** Legal expenses were greater than anticipated.
- Management Information Technology:** The projected overage is due to changes to employees' benefit selections.
- R&P Pip Moyer Salaries and benefits:** The Department overspent its budget and an employee from the Parking Fund was transferred to Pip Moyer.
- R&P Pip Moyer Contractual Services:** Electricity costs were greater than anticipated.
- R&P Administration:** Former employee leave payout and VEBA chop costs.
- R&P Stanton Center Salaries and benefits:** The Department overspent its budget.
- R&P Stanton Center Contractual Services:** Electricity costs were greater than anticipated.
- Harbormaster:** The increase in dock space and use of sick leave has attributed to the overage.
- Self Insurance:** Workers compensation and general liability claims pay outs greater than anticipated.
- Transportation Operations Salaries and benefits:** Projected overage is caused by additional overtime costs as a result of vacancies.

Approved by:

 Finance Director

 Date

 Department Director

 Date

Approved by:

 City Manager

 Date

 Mayor

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 Finance Committee

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 City Council

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