



## TOWN OF PRESCOTT VALLEY STAFF REPORT

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**DATE:** June 29, 2023

**TO:** Mayor & Town Council

**THROUGH:** Gilbert Davidson, Town Manager

**FROM:** Katie Pehl, Finance Director

**DEPARTMENT:** Finance

**AGENDA TYPE:** Consent Agenda

**SUBJECT:** Fiscal Year End Budget Transfer - Consideration & Possible Action (Approve) [Katie Pehl, Finance]

**STRATEGIC PLAN FOCUS AREA:** High-performing team means how we conduct our business and ourselves through our culture, diversity, communication, delivery, outreach, processes, and values. What we do, how we do it, and who we do it for.

### SUMMARY/BACKGROUND:

Towards the end of each fiscal year, staff engages in a final expenditure review to ensure any necessary budget transfers are completed. This review includes reviewing all departments and their respective personnel, operating, and capital budgets.

Upon review, it was determined that no transfers were required in the departments. However, it was identified that the Retirement Health Savings refunds to past and current employees should be recorded as an expenditure and not a pass through. This resulted in the need of a budget transfer in the amount of \$6,300,000.00 from contingency and one-time budgets in non-departmental to salaries and wages budget in non-departmental.

This action reallocates budget capacity, it does not impact the fund balance of the general fund as revenues from the plan termination were received for the issued refunds.

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**RECOMMENDED MOTION:**

Motion to authorize allocation of \$2,100,000.00 from the non-departmental contingency funds budget and \$4,200,000.00 from the non-departmental one-time admin/official budget to the non-departmental salaries and wages budget for a fiscal year end budget transfer. **VOTE.**

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**STAFF RECOMMENDATION:**

Staff recommends approval of this allocation of \$2,100,000.00 from the non-departmental contingency funds budget and \$4,200,000.00 from the non-departmental one-time admin/official budget to the non-departmental salaries and wages budget for a fiscal year end budget transfer.

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**FISCAL ANALYSIS:**

The current balance of the non-departmental contingency funds budget is \$2,213,931.00. This action would reduce contingency funds by \$2,100,000.00 for a new balance of \$103,931.00. The current balance of the non-departmental one-time admin/official budget is \$ 4,535,111.15. This action would reduce that budget by \$4,200,000.00 for a new balance of \$335,111.15.

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**Council Action at the Meeting:**

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**ATTACHMENTS:** No