

From: Bob Rusten, Chief Administrative Officer  
To: Mayor Weinberger, Board of Finance and Burlington City Council  
Date: July 2, 2013  
Subject: Monthly Financials to City Council

Section § 3-156 of the Burlington City Charter states, “The Board of Finance shall provide for regular monthly reports to be made by each department to the City Council”. The Clerk/Treasurer office understands this to mean that the Board of Finance (BoF) shall receive monthly a report of the city’s finances, and that report shall be based on departmental expenditures and revenues. After the Board of Finance has approved this report it shall then make it available to the City Council.

In order to effectuate this process the Chief Administrative Office proposes the following:

1. This process shall start with first month of the new fiscal year – July 2013
2. A financial report will submitted to the Board of Finance at its second monthly meeting.
3. The monthly financials will be created by the CAO’s office using New World Systems.
4. The monthly financial report shall include the following:
  - a. All budget lines, revenues and expenses broken out by General Fund, Enterprise Funds and Special Revenue Funds.
  - b. The total budgeted amount for each line.
  - c. The actual amount expended, or revenue received, starting July 1, 2013 (year to date).
  - d. The percentage of expenditure or revenue year to date against the total budgeted line.
  - e. The dollar figure difference between what has been budgeted in the line vs. what has actually been expended or received year to date.
  - f. The monthly expenditure or revenue received.
  - g. A brief written narrative from each department that gives some explanation as to his/her budget’s performance and specifically any appearance of anomalies in any given line of his/her budget.
  - h. A brief summary prepared by the CAO’s office of the overall status of the budget.
5. Each submittal shall be the financial report for the preceding month. For example, the July 2013 financial report shall be submitted to the August Board of Finance meeting. The August financial report shall be submitted to the 2<sup>nd</sup> BoF meeting in September.
6. For example:

		August Financials				
						Month
Department X		Budget	Spent Year to Date	%	\$ +/-	August
	supplies	\$1,000	\$500	50%	\$500	\$450

7. If the Board of Finance approves the financial report it shall submit that report at the next regular City Council meeting. No formal Resolution shall be required.
8. That report to Council shall be placed on the Consent Agenda to be approved.
9. If any Councilor intends to remove the report from the Consent Agenda in order to question the report, the Councilor shall in a timely manner make every effort to inform the CAO's office of the questions prior to the meeting. By doing so the CAO's office or department can efficiently and accurately respond to the Councilor's questions.

As the customers of this process, I hope at the upcoming Board of Finance and City Council meeting you can let me know if what I propose meets your expectations. If not, if you like we can discuss how to modify the proposed process included in this memo.

It is important to note that whatever monthly financials process is initially approved can be modified as time goes on to better meet the needs of the Board of Finance and the City Council.