



## OFFICE OF THE CLERK/TREASURER

City of Burlington

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TO: Board of Finance  
FROM: Bob Rusten, Chief Administrative Officer  
DATE: February 4, 2014  
RE: Quarterly Budget Amendment Reports - Updated

Good evening everyone.

At your 1/27/14 Board of Finance (BoF) meeting the CAO office presented the quarterly Budget Amendment Report as required in the most recent Resolution entitled "DELEGATION OF AUTHORITY FOR BUDGET-NEUTRAL AMENDMENTS WITHIN CITY DEPARTMENTS' INDIVIDUAL BUDGETS".

The Resolution does not specify any requirements for that Report.

During the Report discussion we identified that it took over 11 hours to create the Report, as it was customized to be easily readable.

The question arose as to whether the Report provided sufficient information to warrant the time spent in its creation. The BOF was generally in agreement that it did not, and I was tasked to present an alternative to the current process.

I propose the following:

- Unless and until the Report requirement is removed that we continue to prepare a quarterly Report to be discussed by the BoF and to be sent to the City Council.
- The Report will include any Budget Amendment where any one budget account line change, revenue or expense, exceeds \$25,000.
- The Report will include any Budget Amendment whose total of changes, revenue and expense, exceed \$50,000.
- The Report will include any Budget Amendment that totally eliminates all of the originally budgeted revenue or expense.
- Assistant CAO Scott Schrader will maintain a folder in his office that will hold all Budget Amendments (BA) for any one quarter. BoF members can ask for that folder to be brought to a BoF meeting, or can personally review that folder.

Under the current Resolution the CAO has the authority to approve a BA if a line does not exceed \$25,000. The Mayor has the authority to approve a BA if any line is more than \$25,000 and less than \$50,000. We are suggesting these amounts as the criteria for the written Report.

I hope this is helpful and look forward to our discussion at the February 3, 2014 BoF meeting.

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