

From: [Kate Norris](#)
To: "Sue Steigerwald"
Cc: "Miranda Bell"; "Sandra Pate"
Subject: RE: Budget Housekeeping
Date: Tuesday, September 09, 2014 3:50:45 PM

Good afternoon!

Based off of Miranda's Analysis of over/under for each category, Sandra and I re-audited the departmental Personnel accounts that were of concern. In looking over August Financials, we only see a few departments that will need funds allocated in order for the Projected Close not to exceed the FY14 Budget. The accounts that need allocated funds are as follows:

605-1010 Public Works Salaries - \$320.00 *(Public Works only has two employees and typically smaller department's numbers are slightly skewed. For instance, if a 40-hour a week employee works 34 actual hours the same week as a holiday, they not only will get paid 34 regular hours, they will also get paid 8 hours for holiday pay, for a total of 42 regular hours paid. This skews the Salaries Account because we budget 40 hours a week per employee. Then, if a salaries account is effected, so is the Payroll Tax Account, Life/Disability Premiums Account, Retirement Expense, and Workers Comp Expense Account. This occurs occasionally in other departments also, but because other departments are larger, there are usually vacancies, etc., to offset this.)*

625-1010 Welcome Center Salaries - \$1,834.00 *(This is mostly due to the Retirement Expense Account. Before the beginning of FY14, all Part-time Regular employee's hours were increased and we began taking out Retirement. When we did this, we inadvertently failed to budget for the Welcome Center's Part-time Employee Retirement Expense. This was clearly an oversight and was budgeted in FY15.)*

627-1010 Economic Development Salaries - \$213.00 *(When the Economic Development Department was developed into its own department, funding for overtime was not requested. However, the employee(s) in this department were allowed to work overtime. When this was brought to the attention of the Department Head by HR, any further overtime was stopped. This overage is strictly due to overtime, which also effects the Payroll Tax Account, Life/Disability Premiums Account, Retirement Expense, and Workers Comp Expense Accounts.)*

628-1010 Sports Tourism Salaries - \$806.00 *(When the Sports Tourism Department was developed into its own department, funding for overtime was not requested. However, the employee(s) in this department were allowed to work overtime. When this was brought to the attention of the Department Head by HR, any further overtime was stopped. This overage is due to overtime, which also effects the Payroll Tax Account, Life/Disability Premiums Account, Retirement Expense, and Workers Comp Expense Accounts. There was also overage on the Uniforms Account because there was no funding for this expense.)*

Total Request: \$3,173.00

From: Sue Steigerwald [<mailto:ssteigerwald@cityoffoley.org>]
Sent: Thursday, September 04, 2014 10:47 AM
To: 'Amelia Smith '; 'Angela Cooper'; 'Bonnie Donaldson'; 'Brandy Springsteen'; 'Dan Hellmich'; 'David

Thompson'; 'Deena Townsend'; 'Don Staley'; dwilson@foleypolice.org; jbouzan@cityoffoley.org; 'Jeff Rouzie'; 'Joey Darby'; 'John Graham'; 'John Jackson'; 'Kate Norris'; 'LaDonna Hinesley'; 'Leslie Gahagan'; 'Meg Hellmich'; 'Miriam Boutwell'; mmckenzie@cityoffoley.org; 'Pam Harris'; 'Rachel Keith'; 'Randy Bishop'; 'Suzanne Kellams'; 'Taylor Davis'; 'Vickey Southern'; 'Chad Christian'; 'Jessica Middleton'
Cc: Miranda Bell; 'Michael Thompson'
Subject: Budget Housekeeping

Hello All:

Finance will be presenting a Budget Housekeeping agenda item to Council on 9/15. Miranda will test Departmental year-to-date expenditures and projected closes compared to current budgets. If it appears Departmental/Fund expenditures might exceed budgeted amounts in total or in any of the three categories mandated by Council (personnel, capital purchases, all other), you will be contacted for a solution. If you know of any large purchases that will occur between now and 9/30 that could cause a problem, please contact Miranda by noon on Monday.

Thanks,
Sue

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