

Memo

To:	Peter Glenn, CAO
From:	Kara Kramer, Finance Director/HR
Date:	November 13, 2024
Re:	FY 2025 Budget Amendment Memo

Attached is the proposed FY 2025 Budget Amendment. The items highlighted reflect the following proposed adjustments.

******Please note the FY 2024 Audit has been completed therefore, the beginning fund balances have been reflected for all funds.**

General Fund

Total net change in the General Fund is an increase of \$60,000. This is due to the following:

- In August 2024, an administrative staff resigned from the city. With this change, the city has restructured operations. The Finance Department will be hiring an accountant. The net increase needed for this position compared to what was budgeted in FY 2025 is \$35,000. This amount is to cover salary and fringe benefits for this new position.
- Also, the marketing contractor was previously budgeted in FY 2025 for a six-month contract. This contractor has proactively created content to help tell the story of Erlanger in a positive and proactive manner. Therefore, an additional \$25,000 is being requested.

Capital Fund

Total net change in the Capital Fund is an increase of \$99,567. This is due to the following:

- In FY 2024 a police cruiser was totaled. In June 2024, insurance reimbursed the city \$54,567, the total cost of a fully equipped police cruiser. The money was received at the end of FY 2024. Therefore, the city is requesting additional money in FY 2025. This vehicle was not an anticipated budgeted expense; therefore, a budget amendment is needed.
- Additionally, \$45,000 is being requested for the Fire House Feasibility Study.