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To: Village Board

Fr: Julie Beauchamp, Finance Director

Re: Carryover Funds Request

Date: March 14, 2024

Village staff are requesting that various unspent funds from the 2023 budget be carried over to 2024.

The Villager routinely carries over unspent village hall equipment and improvement funds. These excess funds are being accumulated for future village hall equipment and improvement needs. For 2023, funds in the amount of \$13,085 are available for carryover from the equipment account. No excess funds are available in the improvement account. With the approval of the carryover request, \$67,561 for equipment and \$40,802 for improvements will be available for future needs.

The Village also carries over unused recreation special event funds. For 2023, excess funds of \$2,198 are being requested for carryover for future events. The carryover will increase the funds available for special events to just over \$3,600.

In addition to the above, staff are requesting various other unspent 2023 budget amounts be carried over to 2024. The attached spreadsheet includes all requested carryovers. With board approval, adjustments to the 2024 budget will be made to reflect the carryovers.

## Carryovers from 2023 to 2024 and Resulting 2024 Budget Adjustments

|   | 2023<br>Budget | 2023<br>Actual | Budget<br>Variance | Carryover from 2023 to 2024 |   | Assigned General Fund Balance |         |               |
|---|----------------|----------------|--------------------|-----------------------------|---|-------------------------------|---------|---------------|
|   |                |                |                    | Amount                      | Purpose   | 12/31/2022                    | 2023    | 12/31/2023    |
| <b>Parks and Forestry / Buildings and Grounds Maintenance</b> |                |                |                    |                             |   |                               |         |               |
| 10-12-51600-810 Village Hall Building - Outlay - Equip.       | 13,085         | -              | 13,085             | <b>13,085</b>               | Village Hall equipment needs                        | 54,476                        | 13,085  | <b>67,561</b> |
| 10-12-51600-820 Village Hall Building - Outlay - Imp.         | 5,000          | 11,213         | (6,213)            | <b>(6,213)</b>              | Village Hall improvement needs                      | 47,015                        | (6,213) | <b>40,802</b> |
| 10-00-27000-000 Recreation Special Events                     | -              | 2,198          | 2,198              | <b>2,198</b>                | Recreation special events                           |                               |         |               |
| <b>Legal Counsel</b>  |                |                |                    |                             |   |                               |         |               |
| 10-10-51300-210 Professional Services/Legal Counsel           | 18,000         | 8,007          | 9,993              | <b>9,900</b>                | Legal counsel                                       |                               |         |               |
| <b>General Administration</b>                                 |                |                |                    |                             |   |                               |         |               |
| 10-12-51400-319 Computer Maintenance                          | 48,000         | 36,494         | 11,506             | <b>11,500</b>               | Computer maintenance                                |                               |         |               |
| 10-12-51400-391 Employee Wellness                             | 2,856          | 1,047          | 1,809              | <b>1,800</b>                | Office refrigerator/ice maker                       |                               |         |               |
| <b>Economic Development</b>                                   |                |                |                    |                             |   |                               |         |               |
| 10-12-56670-292 Village Marketing                             | 3,000          | 89             | 2,911              | <b>1,000</b>                | Signs for Sunset historic neighborhood designation  |                               |         |               |
| <b>Contingency</b>  |                |                |                    |                             |   |                               |         |               |
| 10-12-59900-750 Contingency                                   | 20,000         | 5,703          | 14,297             | <b>14,250</b>               | Administrator recruitment contingency               |                               |         |               |
| 10-12-59900-770 Wage & Health Contingency                     | 8,000          | -              | 8,000              | <b>8,000</b>                | Administrator recruitment contingency               |                               |         |               |
| <b>Fire and Rescue</b>  |                |                |                    |                             |   |                               |         |               |
| 10-13-52200-364 Repairs & Maintenance                         | 12,500         | 7,588          | 4,912              | <b>4,900</b>                | Kitchen remodeling project                          |                               |         |               |
| <b>Public Works</b>   |                |                |                    |                             |   |                               |         |               |
| 10-15-53000-210 Engineering - Professional Services           | 9,000          | 2,400          | 6,600              | <b>6,600</b>                | Misc. engineering - staking, material testing, etc. |                               |         |               |
| 10-16-53300-290 Street Repairs - Contracted Services          | 85,000         | 9,427          | 75,573             | <b>70,000</b>               | Street repairs                                      |                               |         |               |
| 10-16-53350-230 Street Construction - Street Paving           | 515,000        | 508,364        | 6,636              | <b>6,500</b>                | Street paving                                       |                               |         |               |
| 10-16-53430-290 Sidewalk Repair - Contracted Services         | 20,000         | 13,889         | 6,111              | <b>5,000</b>                | Sidewalk repair                                     |                               |         |               |
| 21-16-57410-210 Sanitary Sewer - Professional Services        | 25,000         | 7,187          | 17,813             | <b>17,500</b>               | Rate study  |                               |         |               |
| 60-66-57675-290 Water - Service/Lateral Maintenance           | 120,000        | 96,200         | 23,800             | <b>20,000</b>               | Service line inventory and lead service replacement |                               |         |               |
| 60-92-57923-210 Water - Professional Services                 | 38,500         | 27,399         | 11,101             | <b>10,000</b>               | Emergency water supply analysis, engineering        |                               |         |               |
|   |                |                |                    | <b>196,020</b>              | Total per above                                     |                               |         |               |
|   |                |                |                    | <b>6,213</b>                | Less: negative adjustment to VH improvements        |                               |         |               |
|   |                |                |                    | <b>202,233</b>              | Total carryover to 2024                             |                               |         |               |

202,233 Total carryover to 2024

(2,198) Held in liability account

**200,035** Budget adjustment - 2024