

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING THE FY  
2003-04 BUDGET AND APPROPRIATIONS  
SCHEDULE FOR THE PURPOSE OF  
TRANSFERRING \$47,000 FROM THE SUPPORT  
SERVICES CONTINGENCY TO THE OFFICE  
OF THE AUDITOR MATERIALS AND  
SERVICES.

ORDINANCE NO. 03-1013

Introduced by Councilor Monroe

WHEREAS, the Metro Council has reviewed and considered the need to transfer appropriations within the FY03-04 budget; and

WHEREAS, the need for the transfer of appropriations has been justified; and

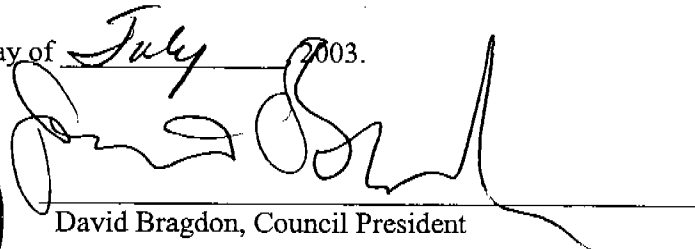
WHEREAS, adequate funds exist for other identified needs; now, therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS:

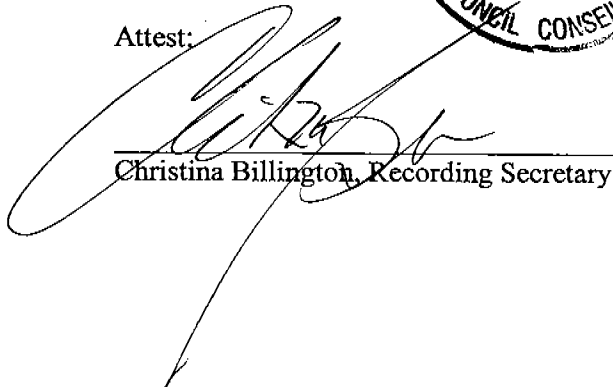
That the FY 2003-04 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance for the purpose of transferring \$47,000 from the Support Services Contingency to the Office of the Auditor Materials and Services.

ADOPTED by the Metro Council this 10<sup>th</sup> day of July 2003.



  
\_\_\_\_\_  
David Bragdon, Council President

Attest:

  
\_\_\_\_\_  
Christina Billington, Recording Secretary

Approved as to Form:

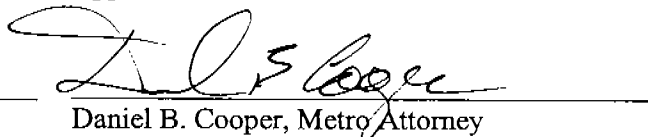
  
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Daniel B. Cooper, Metro Attorney

Exhibit A  
Ordinance No. 03-1013

ACCT	DESCRIPTION	FY 2003-04 Current		Revision		FY 2003-04 Amended	
		FTE	Amount	FTE	Amount	FTE	Amount
<b>Support Services Fund - Office of the Auditor</b>							
<b>Total Personal Services</b>		<b>5.0</b>	<b>\$495,979</b>			<b>5.0</b>	<b>\$495,979</b>
<b><i>Materials &amp; Services</i></b>							
<b>GOODS</b>							
	5201 Office Supplies		6,561				6,561
	5205 Operating Supplies		3,000				3,000
	5210 Subscriptions and Dues		2,000				2,000
<b>SVCS Services</b>							
	5240 Contracted Professional Svcs		90,000	45,000			135,000
	5251 Utility Services		0				0
	5260 Maintenance & Repair Services		500				500
	5280 Other Purchased Services		700				700
<b>IGEXP Intergov't Expenditures</b>							
	5300 Payments to other Agencies		300				300
<b>OTHEXP Other Expenditures</b>							
	5450 Travel		6,400	2,000			8,400
	5455 Staff Development		2,500				2,500
	5490 Miscellaneous Expenditures		0				0
<b>Total Materials &amp; Services</b>			<b>\$111,961</b>	<b>\$47,000</b>			<b>\$158,961</b>
<b>TOTAL REQUIREMENTS</b>			<b>\$607,940</b>	<b>\$47,000</b>			<b>\$654,940</b>
<b>Support Services Fund - General Expenses</b>							
<b><i>Contingency and Ending Balance</i></b>							
<b>CONT Contingency</b>							
	5999 Contingency		465,276	(47,000)			418,276
<b>UNAPP Unappropriated Fund Balance</b>							
	5990 Unappropriated Fund Balance		151,974	0			151,974
<b>Total Contingency and Ending Balance</b>			<b>617,250</b>	<b>(\$47,000)</b>			<b>570,250</b>
<b>TOTAL FUND</b>			<b>\$10,811,081</b>	<b>\$0</b>			<b>\$10,811,081</b>

**Exhibit B**  
**Ordinance No. 03-1013**  
**FY 2003-04 SCHEDULE OF APPROPRIATIONS**

	<u>Adopted Budget</u>	<u>Revision</u>	<u>Amended Budget</u>
<b>SUPPORT SERVICES FUND</b>			
Finance Department			
Operating Expenses (PS & M&S)	\$2,552,507	\$0	\$2,552,507
Subtotal	2,552,507	0	2,552,507
Business Support Department			
Operating Expenses (PS & M&S)	4,241,749	0	4,241,749
Debt Service	34,620	0	34,620
Capital Outlay	309,000	0	309,000
Subtotal	4,585,369	0	4,585,369
Public Affairs - Creative Services			
Operating Expenses (PS & M&S)	538,375	0	538,375
Subtotal	538,375	0	538,375
Office of Metro Attorney			
Operating Expenses (PS & M&S)	1,153,083	0	1,153,083
Subtotal	1,153,083	0	1,153,083
Office of the Auditor			
Operating Expenses (PS & M&S)	607,940	47,000	654,940
Subtotal	607,940	47,000	654,940
General Expenses			
Interfund Transfers	756,557	0	756,557
Contingency	465,276	(47,000)	418,276
Subtotal	1,221,833	(47,000)	1,174,833
Unappropriated Balance	151,974	0	151,974
<b>Total Fund Requirements</b>	<b>\$10,811,081</b>	<b>\$0</b>	<b>\$10,811,081</b>

***All other appropriations remain as previously adopted***

## STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 03-1013, FOR THE PURPOSE OF AMENDING THE FY 2003-04 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF TRANSFERRING \$47,000 FROM THE SUPPORT SERVICES CONTINGENCY TO THE OFFICE OF THE AUDITOR MATERIALS AND SERVICES.

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Date: June 18, 2003

Prepared by: Auditor Dow

### BACKGROUND

The Auditor Office technical amendment to carry forward funds from FY 02-03 to FY 03-04 for contracts underway was not included in the approval of the FY 03-04 Metro budget. Work on contracts in process for which the carry over funds are intended has ceased and will recommence after designated funds are again available.

There are several contracts contributing to the carryover. The financial statement audit contract covers three years and was approved last year. Fieldwork for the interim portion of the audit of the FY 2002-03 financial statements has not yet commenced due to the uncertainty of funding for the Auditor Office. This work will be undertaken in the first part of FY 2003-04. The full amount for this phase of the audit needs to be carried over just as it was last year when budget cutbacks caused the Auditor to seek new proposals for this work. The fees associated with this work will be paid in FY 2003-04. The actual cost of the interim phase of the financial statement audit was \$33,000 and \$35,000 in '01 and '00, respectively. Last year \$40,000 was carried over for this purpose. Payment for this work will be made when the work is completed. The RFP for the IT audit is prepared and released. This work will be undertaken in early FY 2003-04, as the auditor assigned to this project will become available at that time. Contributing to the delayed start is the reduction in Auditor Office resources resulting from the elimination of a 0.5 FTE last year. Payment will be made as work is completed. Fieldwork for the risk assessment project has commenced. This project forms the foundation for the audit planning process. This contract work will continue for the next month or two. Funds for the work occurring after July 1, 2003 need to be carried over, as services under this contract will be paid after services are rendered. Planning for the next audit cycle was anticipated to commence subsequent to the Metro budget process, which was extended this year due to the transition to a new governance structure. Also contributing to a delayed start is the reduction in Auditor Office resources resulting from the elimination of a 0.5 FTE as part of last year's budget. The contract for ACL training is signed and ACL software is purchased. ACL estimated there would be an additional charge of approximately \$2,000 for trainer travel incurred when the course is taught early in the next fiscal year. Payment will be made after actual costs are incurred and billed.

### ANALYSIS/INFORMATION

1. **Known Opposition** – None known.

2. **Legal Antecedents** – Metro Auditor technical amendments for similar work in recent years have passed without issue. All other technical amendments were approved prior to FY 2003-04 budget adoption.
3. **Anticipated Effects** – Contracts underway will be able to resume and complete their work.
4. **Budget Impacts** – This action transfers \$47,000 from the Support Services Contingency to the Office of the Auditor Materials and Services budget as described in Exhibits A and B. As is the case with technical amendments, the \$47,000 will be included in the final cost allocation for FY 2002-03, increasing FY 2002-03 ending fund balance and FY 2003-04 beginning fund balance.

#### **RECOMMENDED ACTION**

Councilor Monroe recommends unanimous adoption of this ordinance.