



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	06/19/2019	Department	Finance
Agenda Item	4.4 Consideration of Carryforward Requests		
Est. Cost	Per Attachment		

Background Information

Each year the City Council is required to formally approve any carryforward request for purchases or projects that were budgeted for but were not yet expended in the current fiscal year. The Finance Director reviews all requests with the department heads and forwards a list to the City Manager. The City Manager reviews and makes any necessary adjustments. The final list is brought before the City Council for approval. Some of these funds may be fully or partially spent before year end, and if so, the amounts will be adjusted accordingly. The final amounts after any adjustments will be put in a separate account called "Assigned Fund Balance" and will be used in the following fiscal year for the intended purpose. The Proposed Sheet of Carryforward Requests is attached.

The two category amounts are \$6,500 in Public Works for engineering work and \$3,000 in training expenses. Public Works will need some engineering work in the next fiscal year. The training budget line will be used for the upcoming Maine Municipal Association Annual Conference, where the City Manager will be inducted as President of the Association and there will be several attendees from the city to see that event and stay for a day of training.

The City Manager and Finance Director have reviewed all of the requests from Department Heads and recommend approval of the attached list.

Requested Action	"I move to approve the City Manager's list of recommended carry-forward items in the amount of \$9,500 from FY19 to FY20."
City Manager and/or Finance Review	The City Manager recommends the above action.
Council Vote/ Action Taken	
Departmental Follow-Up	

City Clerk Use Only	1 st Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____



Order 201-06-19-001

BE IT ORDERED BY THE CITY COUNCIL OF THE CITY OF GARDINER, MAINE
that the following amounts be carried-over from FY19 to FY20

<u>Description</u>	<u>Amount</u>	<u>Department</u>
Engineering	6,500	Public Works Dept
Travel & Training	3,000	General Government
	<hr/> 9,500	

Attest,

Christine M. Landes, City Manager