


To: President and Members of the Munster Town Council
From: David F. Shafer, Clerk-Treasurer 
Copy to: Dustin Anderson, Town Manager
Date: November 18, 2019
Re: Ordinance 1784, Additional Appropriations (3)

Additional appropriations are being sought in three funds. There are adequate cash reserves available in each fund to support the requested appropriations. The LIT-Public Safety Fund needs additional appropriations to cover police personnel payroll expenditures to year-end. The amount sought for this fund is \$350,000.00.

The Sewer and Water Depreciation Funds were created after the 2019 budget was adopted. Because of this, both funds have zero appropriations. In the last quarter of this year, needed repairs have been identified. These expenditures are properly taken from the Depreciation Funds. The additional appropriation process is required to allow for the legal expenditure from these funds. Additional appropriations are being sought in the amount of \$250,000.00 in each the Sewer Depreciation Fund and the Water Depreciation Fund.

The Self-Funded Liability Insurance Fund needs additional appropriations to cover anticipated claims to year-end in the amount of \$350,000.00.

The procedure for securing additional appropriations requires a public hearing, scheduled for this evening, and the adoption of an ordinance by the Town Council. All three funds are considered "Reporting Only." Once the ordinance is adopted, the appropriations will be in effect. The information will be sent to the Department of Local Government Finance ("DLGF") which will provide an acknowledgement of the Council's action.

Ordinance 1784 has been drafted to start the process.

RECOMMENDED ACTION:

Conduct a public hearing on the proposed additional appropriations. By motion and voice vote, hear proposed Ordinance 1784 for additional appropriations on first reading, and schedule second reading and adoption for December 2, 2019.

ORDINANCE 1784

**AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION OF FUNDS FOR
THE YEAR 2019 (3)**

WHEREAS, The use and expenditure of money is required to carry on necessary governmental functions; and

WHEREAS, The amount of money to carry on necessary governmental functions is prescribed in the budget for the year 2019 as determined by the Munster Town Council through their budget ordinance 1751 and by Department of Local Government Finance through their budget order; and

WHEREAS, The Town Council of the Town of Munster, Lake County, Indiana, now finds it necessary to appropriate more money than the amount anticipated to be prescribed in the budget for the year 2019; and

WHEREAS, There are sufficient funds available for additional appropriation; now, therefore, be it

ORDAINED, By the Town Council of the Town of Munster, Lake County, Indiana, that for the expenses of the taxing unit, the additional sums of money are hereby appropriated out of the funds named in the attached Certified Copy of Additional Appropriations and the attached Appropriations Certificate, subject to laws governing the same:

ORDAINED AND ADOPTED by the Town Council of the Town of Munster on the ____ day of _____, 2019, by a vote of ____ in favor and ____ opposed.

**TOWN COUNCIL OF THE TOWN
OF MUNSTER, LAKE COUNTY,
INDIANA.**

Andy Koultourides, President

ATTEST:

David F. Shafer, Clerk-Treasurer

Amt of Additional Appropriation Requested	Amt of Reduction of Appropriation		
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Fund: LIT-Public Safety

Department: Not Applicable

100000 Personal Services
200000 Supplies
300000 Other Svc & Charges
400000 Capital Outlays
9999 Total

350,000			
-			
-			
-			
350,000			

Fund: Sewer Depreciation

Department: Not Applicable

100000 Personal Services
200000 Supplies
300000 Other Svc & Charges
400000 Capital Outlays
9999 Total

-	-		
-	-		
-	-		
250,000	-		
250,000	-		

Fund: Water Depreciation

Department: Not Applicable

100000 Personal Services
200000 Supplies
300000 Other Svc & Charges
400000 Capital Outlays
9999 Total

-	-		
-	-		
-	-		
250,000	-		
250,000	-		

Fund: Self-Funded Liability Insurance

Department: Not Applicable

100000 Personal Services
200000 Supplies
300000 Other Svc & Charges
400000 Capital Outlays
9999 Total

350,000	-		
-	-		
-	-		
-	-		
350,000	-		

Fund Total

Not Applicable

(If Departmentalized)

I, David F. Shafer, fiscal officer of the Town of Munster, do hereby certify that amounts appropriated on December 2, 2019 are to be appropriated to the above stated major classes.

David F. Shafer, Clerk Treasurer



CERTIFIED COPY OF ADDITIONAL APPROPRIATION
 State Form 55819 (R4 / 2-19)
 PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

Section I

When reporting the appropriation of bond proceeds, complete Section I; lines A, B, C and 5 of Section II; Section III; and Section IV.

UNIT NAME: TOWN OF MUNSTER
 COUNTY NAME: LAKE
 Date of Publication (month, day, year): 11/7/2019 Newspaper Name: THE TIMES
 Date of Publication (month, day, year): 11/8/2019 Newspaper Name: THE TIMES
 Date of Public Hearing (month, day, year): 11/8/2019
 Date Resolution Passed (month, day, year): 12/2/2019

Unit Number: 0507
 County Number: 45

DLGF USE ONLY

Date Received (month, day, year): _____
 Order Number: _____

Section II

Complete a column for each fund for which the additional appropriations are being made. Values omitted from the sheet may impact the Department's review and approval of the request. Rows A and B should be completed using the fund number and fund name as listed on the Fund Report of the Final 1782 Notice issued by the Department.

A. DLGF Fund Number	0706				
B. Fund Name	LIT-Public Safety	Sewer Depreciation	Water Depreciation	Self-Funded Liability Insurance	
C. Appropriation Amount Requested	\$350,000.00	\$250,000.00	\$250,000.00	\$350,000.00	
D. Amount by Reduction (Enter as a positive number)					
E. Net Amount of Increase (C minus D)	\$350,000.00	\$250,000.00	\$250,000.00	\$350,000.00	\$0.00
1. Property Tax Levy (Line 16)					
2. Levy Excess (Line 15)					
3. PTRC from Local Income Tax (LIT) (Line 13A)					
4. LIT Levy Freeze Amount (Line 13B)					
5. Misc. Revenue (Line 8B) (See Note #1)	\$629,270.00	\$240,000.00	\$760,000.00	\$1,140,000.00	
6. January 1 Cash Balance (Include investments)	\$825,408.00	\$40,731.00	\$220,635.00	\$1,273,378.30	
7. Subtotal of Funds (Add 1 thru 6)	\$1,454,678.00	\$280,731.00	\$980,635.00	\$2,413,378.30	\$0.00
8. Less Circuit Breaker (Amount From Circuit Breaker Report)					
9. Total Funds (7 minus 8)	\$1,454,678.00	\$280,731.00	\$980,635.00	\$2,413,378.30	\$0.00
10. DLGF Approved Budget (Line 1C)	\$950,000.00	\$0.00	\$0.00	\$1,140,000.00	
11. Encumbered Appropriations Carried Forward From Previous Year	\$62,451.00	\$0.00	\$0.00		
12. Temporary Loans Outstanding as of January 1					
13. Beginning Obligations (Add 10 thru 12)	\$1,012,451.00	\$0.00	\$0.00	\$1,140,000.00	\$0.00
14. Surplus Funds (9 minus 13)	\$442,227.00	\$280,731.00	\$980,635.00	\$1,273,378.30	\$0.00
15. Previous additional appropriation(s) approved since January 1, less any reductions in appropriations.					
16. Amount transferred to the Rainy Day Fund (See Note #2)					
17. Surplus Funds Remaining (14 minus 15 minus 16)	\$442,227.00	\$280,731.00	\$980,635.00	\$1,273,378.30	\$0.00

Note #1: If amount report on Row 5 is higher than 8B amount, then a revised Budget Form 2 must be attached with the Additional Appropriation Request.

Note #2: Row 16 cannot be used for additional appropriations for the rainy day fund. Transfers to the rainy day fund are entered as miscellaneous revenues on Line 5.

Section III

Please check the requested method for the Department to inform your unit of the status of the Additional Appropriation Request.

Check One:

☐ Follow Up Via E-mail dshafer@munster.in.gov; pabbott@munster.in.gov
 E-mail Address(es)
☐ Follow Up Via Mail _____
 Mailing Address (Number, Street, City, State, ZIP Code)

Section IV

I, _____ (Please Print) fiscal officer of _____ (Please Print), do hereby certify that the above information is true and correct.

Signature _____ Title _____ Telephone Number _____ Date (month, day, year) _____

Completed additional appropriation requests may be submitted to the Department via e-mail AdditionalAppropriationRequests@dlgf.in.gov or via fax (317) 974-1629.