

To: President and Members of the Munster Town Council

From: Wendy Mis, Clerk-Treasurer, IAMC, CMC

Date: December 4, 2023

Re: Appropriation Adjustments, Ordinance 1928

At the end of each fiscal year, we make a final review of our budget allocations. Occasionally, there are expenditures greater than originally anticipated in a certain area. Funds controlled by the Department of Local Government Finance must not be overspent within each major expenditure group (Personal Services, Supplies, Contractual Services, and Capital Outlays). Municipalities are allowed to transfer budget amounts from one major expenditure group to another within the same fund in order to avoid overspending the budget. The transfers must be authorized by ordinance or resolution.

Ordinance 1928 has been prepared to authorize budget transfers known to be required so far this year. We will not know the final amounts until December 31, after we receive the final revenues of the year and have processed the final payroll and all vouchers.

Adoption of an ordinance usually requires two readings. We ask that the Town Council consider Ordinance 1928 on first reading on December 4, and then adopt the ordinance on second reading at the first meeting in January. The final appropriation adjustment amounts will be incorporated as amendments to the ordinance prior to adoption. There will be no net change in any fund.

RECOMMENDED ACTION:

By motion and voice vote, consider Ordinance 1928 on first reading and schedule second reading for the first meeting in January 2024.