
MEMORANDUM

Date: March 27 ,2014
To: Metropolitan Planning Commission Executive Committee
From: Dee Anne Reynolds, Finance Manager
Subject: **Fiscal Year 2013-2014 Budget Amendment # 1**

The FY13/14 budget was approved by the MPC board on June 13, 2013. This is to request an amendment for changes to expenditures, revenues and fund balance.

EXPENDITURES:

1. Add \$5,000 - #9500110-535500 Employee travel education (To pay for staff to attend planning conference in Atlanta.)
 2. Add \$5,400 - #9500110-539900 Other professional services (Payment to Kramer Rayson LLP for review of personnel matters and employee handbook.)
 3. Add \$6,150 - #9500110-539930 Other services daily operations (To pay for two historic preservation consultants. MPC will be reimbursed federal funds CFDA#15.904 through two state contracts with TDEC/TN Historic Commission grants requiring a 40 percent local match. A Windows Restoration workshop is scheduled for May 31, 2014 with a \$3,650 payment. The Knoxville Design Guidelines will be updated by September 30, 2014 for a total payment of \$7,500, of which \$2,500 is projected to be billed this fiscal year.)
 4. Add \$23,000 - #9500110-543500 Office supplies minor equipment (To purchase ahead of schedule: Canon 36" color plotter \$5,000; MPC conference room projector \$2,500; 15 Dell Windows 8.1 Tablets for MPC Commissioner \$12,000; and related items \$3,500.)
 5. Add \$12,000 - #9500110-550200 Insurance related expenses (To purchase general liability insurance policy from TML Risk Management Pool.)
 6. Deduct \$13,000 - #9500110-571100 Machinery, Equipment & Furniture (over \$5,000 capital) (The actual equipment purchases were less than \$5,000 and not needed in this line item.)
- Net new expenditures \$38,550*

REVENUES:

1. Add \$57,000 - #9500110-433000 Fee revenues (To update fees received over budget through February 2014.)
 2. Add \$6,150 - #9500110-449990 Miscellaneous contract revenue (To recognize projected revenue for the two historic preservation grants.)
- Net new revenues \$63,150*

FUND BALANCE:

9500110-499000 Fund balance – add \$24,600 (To balance the budget reflecting a net increase of revenues over expenditures.)

Staff Recommendation: Staff recommends approval of the budget amendment #1.

MPC Executive Committee Review: The Executive Committee will review this request on Tuesday, April 8, 2014 at the MPC Agenda Review meeting and make its recommendation.