

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 19101

Sponsor(s): Dennis Waits

Date: March 14, 2016

| | | | | | | | | | | | | |
|---|---|--|---|--------------|---|--------------|--|--------------|--|-------|---|-----------|
| SUBJECT | Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance Project/Title: 2016 Budget transfers | | | | | | | | | | | |
| BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i> | <table border="1" data-bbox="326 541 1167 898"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$116,706</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>0</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$116,706</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> </tr> <tr> <td>Source of funding (name of fund) and account code number: FROM: See attached. TO: See attached.</td> <td>\$116,706</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$894,998</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p> | | Amount authorized by this legislation this fiscal year: | \$116,706 | Amount previously authorized this fiscal year: | 0 | Total amount authorized after this legislative action: | \$116,706 | Amount budgeted for this item * (including transfers): | | Source of funding (name of fund) and account code number: FROM: See attached. TO: See attached. | \$116,706 |
| Amount authorized by this legislation this fiscal year: | \$116,706 | | | | | | | | | | | |
| Amount previously authorized this fiscal year: | 0 | | | | | | | | | | | |
| Total amount authorized after this legislative action: | \$116,706 | | | | | | | | | | | |
| Amount budgeted for this item * (including transfers): | | | | | | | | | | | | |
| Source of funding (name of fund) and account code number: FROM: See attached. TO: See attached. | \$116,706 | | | | | | | | | | | |
| PRIOR LEGISLATION | Prior ordinances and (date): Prior resolutions and (date): | | | | | | | | | | | |
| CONTACT INFORMATION | Shelley McThomas / Shawn Kieffer – Directors 816-842-4820 | | | | | | | | | | | |
| REQUEST SUMMARY | Requesting a reallocation of funds between existing KCEB budget accounts. | | | | | | | | | | | |
| CLEARANCE | <input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office) | | | | | | | | | | | |
| ATTACHMENTS | KCEB / RLA | | | | | | | | | | | |
| REVIEW | <table border="1" data-bbox="318 1652 1214 1883"> <tr> <td>Department Director: <i>Shelley McThomas</i></td> <td>Date: 3-3-16</td> </tr> <tr> <td>Finance (Budget Approval): If applicable <i>Mary Rasmussen</i></td> <td>Date: 3/5/16</td> </tr> <tr> <td>Division Manager: <i>Mary Jo Burin</i></td> <td>Date: 3/9/16</td> </tr> <tr> <td>County Counselor's Office:</td> <td>Date:</td> </tr> </table> | | Department Director: <i>Shelley McThomas</i> | Date: 3-3-16 | Finance (Budget Approval): If applicable <i>Mary Rasmussen</i> | Date: 3/5/16 | Division Manager: <i>Mary Jo Burin</i> | Date: 3/9/16 | County Counselor's Office: | Date: | | |
| Department Director: <i>Shelley McThomas</i> | Date: 3-3-16 | | | | | | | | | | | |
| Finance (Budget Approval): If applicable <i>Mary Rasmussen</i> | Date: 3/5/16 | | | | | | | | | | | |
| Division Manager: <i>Mary Jo Burin</i> | Date: 3/9/16 | | | | | | | | | | | |
| County Counselor's Office: | Date: | | | | | | | | | | | |

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

| Account Number: | Account Title: | Amount Not to Exceed: |
|-----------------|----------------|-----------------------|
| | | |

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

Fiscal Note: Jackson County, Missouri

Funds sufficient for this transfer are available from the sources indicated below.

| | | | |
|------------------------------|-------------------------------------|-------------|-------------------|
| Date: | March 5, 2016 | PC# _____ | RES # 19101 _____ |
| <u>Department / Division</u> | <u>Character/Description</u> | <u>From</u> | <u>To</u> |
| General Fund - 001 | | | |
| 5401 - KC Election Board | 55010 - Regular Salaries | 107,526 | |
| 5401 - KC Election Board | 55040 - FICA | 9,180 | |
| 5401 - KC Election Board | 5060 - Insurance Benefits | | 7,226 |
| 5401 - KC Election Board | 56010 - Auditing & Accounting | | 5,000 |
| 5401 - KC Election Board | 56020 - Legal Services | | 8,000 |
| 5401 - KC Election Board | 56110 - Postage | | 14,900 |
| 5401 - KC Election Board | 56120 - Car Allowance & Local Milea | | 250 |
| 5401 - KC Election Board | 56230 - Printing Services | | 9,850 |
| 5401 - KC Election Board | 56310 - Property Damage | | 13,750 |
| 5401 - KC Election Board | 56430 - Telephone Utility | | 12,000 |
| 5401 - KC Election Board | 56440 - Water | | 225 |
| 5401 - KC Election Board | 56520 - Maint & Repair Equipment | | 29,950 |
| 5401 - KC Election Board | 56530 - Maint & Repair Autos | | 55 |
| 5401 - KC Election Board | 56620 - Rent Buildings | | 5,000 |
| 5401 - KC Election Board | 56710 - Dues & Memberships | | 500 |
| 5401 - KC Election Board | 56750 - Education Benefits | | 1,200 |
| 5401 - KC Election Board | 56790 - Other Contractual Services | | 4,175 |
| 5401 - KC Election Board | 57010 - Office Supplies | | 3,250 |
| 5401 - KC Election Board | 57020 - Reference Books & Pub. | | 100 |
| 5401 - KC Election Board | 57110 - Gasoline | | 400 |
| 5401 - KC Election Board | 57160 - Food | | 600 |
| 5401 - KC Election Board | 57230 - Other Operating Supplies | | 275 |
| | | 116,706 | 116,706 |


Budgeting

KANSAS CITY BOARD OF ELECTION COMMISSIONERS
 RLA
 March 3, 2016

| <u>FUND</u> | <u>DEPT</u> | <u>ACCOUNT</u> | <u>ADOPTED BUDGET</u> | <u>TRANSFERS TO</u> | <u>FROM</u> | <u>RLA BUDGET</u> |
|-------------|-------------|------------------------------------|---------------------------|-------------------------|---------------------|-----------------------|
| | | PERSONAL SERVICES | | | | |
| 001 | 5401 | 5010 - Salaries | \$545,139.00 | | \$107,526.00 | \$437,613.00 |
| 001 | 5401 | 5020 - Temporary Services | \$0.00 | | | \$0.00 |
| 001 | 5401 | 5025 - Part-time Salaries | \$10,400.00 | | | \$10,400.00 |
| 001 | 5401 | 5030 - Overtime | \$0.00 | | | \$0.00 |
| 001 | 5401 | 5040 - FICA taxes | \$42,499.00 | | \$9,180.00 | \$33,319.00 |
| 001 | 5401 | 5060 - Health and Life Insurance | \$86,500.00 | \$7,226.00 | | \$93,726.00 |
| 001 | 5401 | 5061 - Pension | \$49,062.00 | | | \$49,062.00 |
| 001 | 5401 | 5070 - Unemployment Insurance | \$2,723.00 | | | \$2,723.00 |
| | | Total Personal Services | \$736,323.00 | | | \$626,843.00 |
| | | CONTRACTUAL SERVICES | | | | |
| 001 | 5401 | 6010 - Auditing and Accounting | \$2,500.00 | \$5,000.00 | | \$7,500.00 |
| 001 | 5401 | 6020 - Legal Expenses | \$5,000.00 | \$8,000.00 | | \$13,000.00 |
| 001 | 5401 | 6110 - Postage | \$0.00 | \$14,900.00 | | \$14,900.00 |
| 001 | 5401 | 6120 - Automobile Allowance | \$0.00 | \$250.00 | | \$250.00 |
| 001 | 5401 | 6230 - Printing | \$0.00 | \$9,850.00 | | \$9,850.00 |
| 001 | 5401 | 6310 - Property Damage Insurance | \$2,000.00 | \$13,750.00 | | \$15,750.00 |
| 001 | 5401 | 6430 - Telephone & Telegraph | \$4,500.00 | \$12,000.00 | | \$16,500.00 |
| 001 | 5401 | 6440 - Water | \$225.00 | \$225.00 | | \$450.00 |
| 001 | 5401 | 6510 - Maint & Repair (Building) | \$0.00 | | | \$0.00 |
| 001 | 5401 | 6520 - Maint. & Repair (Equipment) | \$4,000.00 | \$29,950.00 | | \$33,950.00 |
| 001 | 5401 | 6530 - Rent (Auto Equipment) | \$200.00 | \$55.00 | | \$255.00 |
| 001 | 5401 | 6620 - Rent (Building) | \$140,000.00 | \$5,000.00 | | \$145,000.00 |
| 001 | 5401 | 6710 - Dues & Memberships | \$250.00 | \$500.00 | | \$750.00 |
| 001 | 5401 | 6750 - Education Benefits | \$0.00 | \$1,200.00 | | \$1,200.00 |
| 001 | 5401 | 6790 - Other Contractual Services | \$0.00 | \$4,175.00 | | \$4,175.00 |
| | | Total Contractual Services | \$158,675.00 | | | \$263,530.00 |
| | | COMMODITIES | | | | |
| 001 | 5401 | 7010 - Office Supplies | \$0.00 | \$3,250.00 | | \$3,250.00 |
| 001 | 5401 | 7020 - Ref. Books, Pub., and Maps | \$0.00 | \$100.00 | | \$100.00 |
| 001 | 5401 | 7110 - Gasoline | \$0.00 | \$400.00 | | \$400.00 |
| 001 | 5401 | 7160 - Food | \$0.00 | \$600.00 | | \$600.00 |
| 001 | 5401 | 7230 - Other Operating Supplies | \$0.00 | \$275.00 | | \$275.00 |
| | | Total Commodities | \$0.00 | | | \$4,625.00 |
| | | TOTAL | \$894,998.00 | \$116,706.00 | \$116,706.00 | \$894,998.00 |