



**CITY OF DULUTH
INTERDEPARTMENT CORRESPONDENCE**

Department of Finance
411 West First Street · Room 107 · Duluth, MN 55802-1197
Jcarlson0@duluthmn.gov
218-730-5195

To: President Zack Filipovich
Duluth City Councilors

From: Jen Carlson
Budget Office

Re: 2015 General Fund Reconciled Budget Report

Date: March 31, 2016

Department budgets are modified during the year through inter-departmental transfers or by increasing the appropriation as authorized by the City Council in the annual budget ordinance. The attached report shows all changes made during 2015 and is presented to the City Council per Section 8 of the adopted 2015 budget ordinance.

As you read the report, please keep in mind this is a budget report only. This report does not contain actual expenses or revenues. Actual expense and revenue information will be forthcoming in the City's Comprehensive Annual Financial Report prepared by the City Auditor's Office.

The report shows compliance with Section 3 of the budget ordinance which states: *Transfer authority is granted from budget item to budget item as may be considered necessary for the proper administration of the city government for the year. The total of any transfers to or from any budget item in excess of ten percent of the appropriation shall be made only upon approval of the city council.* In 2015, no budget item transfers exceeded the ten percent appropriation threshold. All inter-departmental transfers in 2015 were in compliance with this requirement.

Also shown in the report are increases related to new grants and donations as approved by Council, as well as, reimbursements of expenses that were not anticipated such as damages recovered, and budget authority carried over from 2014 to cover ongoing contracts or purchase orders that were authorized previously. All of these items are detailed by category.

Please let me know of any questions you have. Thank you.

Cc: Mayor Emily Larson
Dave Montgomery, CAO
Department Directors