



# MEMO

**To:** President Roz Randorf  
Duluth City Councilors

**From:** Jessica Kasper  
Budget Manager

**Re:** 2023 General Fund Reconciled Budget Report

**Date:** March 25, 2024

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 2023 and is presented to the City Council per Section 8 of the adopted 2023 budget ordinance.

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

The report demonstrates 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. However, 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 2023, no budget item transfers exceeded the ten percent appropriation threshold. All inter-departmental transfers in 2023 complied with this requirement.

Also shown in the report are increases related to new grants approved by Council, donations, reimbursements of expenditures that were not anticipated, and budget authority carried over from 2022 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.