EXHIBIT A



Budget Adjustment Form

Finance Department Use Only						
Set/Batch/BE ID#:	BE2209505					
Proof Job #:						
Entered By:						
Date:	-					

Request Date: 9	9/21/2021	Fiscal Year:	22
Requesting Department: <u>I</u>	HR		
Adjustment Description: <u>(</u>	Contingency Use for New FTE		
Requestor: <u>I</u>	Heather Ruiz		
Department Head Approval: _	Matter Ming	Date: _	9/13/2021
Finance Dept Review:	0-6-	Date: _	9/10/2021
City Manager Approval (if required)*:	0.0	Date:	

	GL/JL		Increase /
GL or JL k	Key Exp Object	Description of Adjustment	(Decrease)
41550	51100	MA II Pay/Ben Oct-June	84,760
41550	51405	MA II Pay/Ben Oct-June	1,070
41943	52903	MA II Pay/Ben Oct-June	1,720
41550	52902	MA II Pay/Ben Oct-June	900
41550	52104	MA II Pay/Ben Oct-June	50
41550	52301	MA II Pay/Ben Oct-June	9,020
41550	52301	MA II Pay/Ben Oct-June	(3,820)
41550	52601	MA II Pay/Ben Oct-June	360
41550	52201	MA II Pay/Ben Oct-June	1,260
41550	52102	MA II Pay/Ben Oct-June	16,800
41550	52101	MA II Pay/Ben Oct-June	1,290
41550	52103	MA II Pay/Ben Oct-June	160
41550	52909	MA II Pay/Ben Oct-June	1,870
41550	52501	MA II Pay/Ben Oct-June	190
41550	51100	HR Coord Pay/Ben Oct-June	31,840
41550	51100	HR Coord Pay/Ben Oct-June	130
41550	51405	HR Coord Pay/Ben Oct-June	400
41550	52902	HR Coord Pay/Ben Oct-June	230
41550	52104	HR Coord Pay/Ben Oct-June	30
41550	52301	HR Coord Pay/Ben Oct-June	3,390
41550	52301	HR Coord Pay/Ben Oct-June	(1,440)
41550	52601	HR Coord Pay/Ben Oct-June	120
41550	52201	HR Coord Pay/Ben Oct-June	450
41550	52102	HR Coord Pay/Ben Oct-June	8,400
41550	52101	HR Coord Pay/Ben Oct-June	650
41550	52103	HR Coord Pay/Ben Oct-June	40
41550	52909	HR Coord Pay/Ben Oct-June	670
41550	52501	HR Coord Pay/Ben Oct-June	70
64004	51100	HR Coord Pay/Ben Oct-June	31,840
64004	51100	HR Coord Pay/Ben Oct-June	130
64004	51405	HR Coord Pay/Ben Oct-June	400
64004	52902	HR Coord Pay/Ben Oct-June	230
64004	52104	HR Coord Pay/Ben Oct-June	30
64004	52301	HR Coord Pay/Ben Oct-June	3,390
64004	52301	HR Coord Pay/Ben Oct-June	(1,440)
64004	52601	HR Coord Pay/Ben Oct-June	120
64004	52201	HR Coord Pay/Ben Oct-June	450
64004	52102	HR Coord Pay/Ben Oct-June	8,400

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	GL/JL		Increase /	
GL or JL Key	GL or JL Key Exp Object Description of Adjustment			
64004	52101	HR Coord Pay/Ben Oct-June	650	
64004	52103	HR Coord Pay/Ben Oct-June	40	
64004	52909	HR Coord Pay/Ben Oct-June	670	
64004	52501	HR Coord Pay/Ben Oct-June	70	
41940	62301	CIP Facilities (HR New FTE)	3,210	
41940	62301	CIP General (HR New FTE)	1,610	
41940	65200	Emergency (HR New FTE)	22,490	
41940	65200	Operating (HR New FTE)	8,030	
41940	65200	Contingency (HR New FTE)	1,610	
		Total Expenditure Adjustments:	242,540	

Net Adjustment: (242,540)

(6,700)	249,240
TOTAL DR	TOTAL CR

Justification:

HR is requesting the addition of 3 FTE to the staffing plan. 1 FTE (MA I/II) will be funded by the ERP Project in FY22. 1.5 FTE (1 MA I/II and 0.5 HR Coordinator) will be funded by use of the General Fund Contingency Reserve. 0.5 FTE (HR Coordinator) will be funded by use of the Risk Fund available fund balance. In addition to pay/benefits budget increases, General Fund contributions to reserves also have to increase per fiscal policy.

City Clerk Signature (if required)**:	Date:
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^{*} City Manager Approval required for transfers between departments within the same fund, any changes to salary/benefit budgets, or matching increases to revenue and expense budgets.

^{**} City Clerk Signature indicates that the requested Budget Adjustment was approved by Council.

IFAS JOURNAL ENTRY EXHIBIT A

General Des	scription (indicate AS400 JV# here, if applicable): RSv to Undesig for HR FTE									JE ID# Posting #	JE2209102
Conlingency	RSV to Undesig for HR FTE									Distrib #	
POST DATE										Entered by:	
9/21/2021										Date:	
Back Up							JL Cost				Secondary Reference
Reference	Description (30 Characters)	Key	Key Title	Object	Object Title	JL Key	Code	JL Title	Debit	Credit	(15 characters)
	R2021-xxx Fr GF Contingency		BS General Fund		Fund Bal-Unrsvd Un				407 500 00	197,560.00	HR New FTE
	R2021-xxx To GF Unrsvd	10000	BS General Fund	25001	Fund Bal-Resvd for 0	Contingency			197,560.00		HR New FTE
							_				
									_		
		TOTALS									
		TUTALS							197,560.00	197,560.00	OK
											(balance check)
	Prepared	By Jessie Go	och		Submitted to Workflow					_	
								Backup Attache	d		
										-	
Justificat	ion: HR has requested the use of the Gen	eral Fund C	ontingency Reserv	e to fund t	the FY 21/22 payr	oll expenses for	2 of their	3 requested new FTE	. This JE will r	emove the fu	nding from the
	ncy Reserve and move it to Undesignated										. .

for input documentation only:

JE2209102

Set/Batch #

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