



REQUEST FOR BUDGET ADJUSTMENT

REQUESTER NAME & TITLE: Andrea Blomquist - Utility Billing Operations Manager FISCAL YEAR: 24
 PREPARER NAME & TITLE: Emily Sawin - Administrative Technician COUNCIL DATE (if applicable): 11/1/23
 DEPARTMENT/DIVISION: Electric/Customer Care ORDINANCE: _____

EXPENDITURES/EXPENSES/TRANSFERS OUT

ACCOUNT STRING				BUDGET (\$)	DESCRIPTION
Fund	Account	Center	Project	Adjustment	
6001	5301	70083		25,000	Collection agency costs
6101	5301	74183		8,334	Collection agency costs
6201	5301	74383		8,333	Collection agency costs
6301	5301	74283		8,333	Collection agency costs
TOTAL				50,000	

REVENUES/TRANSFERS IN

ACCOUNT STRING				BUDGET (\$)	DESCRIPTION
Fund	Account	Center	Project	Adjustment	
6001	4307	10001		25,000	Increasing revenue for utility receivables - Electric Fund
6101	4307	10001		8,334	Increasing revenue for utility receivables - Water Ops Fund
6201	4307	10001		8,333	Increasing revenue for utility receivables - Wastewater Ops Fund
6301	4307	10001		8,333	Increasing revenue for utility receivables - Waste Services Fund
TOTAL				50,000	


NET ADJUSTMENT	-
-----------------------	----------

FUND BALANCE

ACCOUNT STRING				BUDGET (\$)	DESCRIPTION
Fund	Account	Center	Project	Adjustment	
TOTAL				-	

Justification for Budget Adjustment:

Our previous collection agency was budgeted as a contra revenue item. As such, we didn't include the cost of collection services in our current budget. This will be a net neutral budget adjustment as we are adding in the increased revenue for our new collection agency, L J Ross Inc.

REQUIRED APPROVALS:			
 Daniel Beas (Oct 10, 2023 17:33 EDT)	10/11/23		
REQUESTING DEPARTMENT HEAD / DESIGNEE	DATE	BUDGET MANAGER / DESIGNEE	DATE
CHIEF FINANCIAL OFFICER / DESIGNEE	DATE	CITY MANAGER / DESIGNEE	DATE
BUDGET DEPARTMENT USE ONLY:			
POSTED BY	DATE		

Revised: June 24, 2019