

FINANCE & PERSONNEL COMMITTEE
CONTINGENT FUND REQUEST INFORMATION FORM

DEPT.: Common Council-City Clerk _____ CONTACT PERSON & PHONE NO.: Ronald Leonhardt, City Clerk, ext. 3781

A. REASON FOR REQUEST (Refer to File 921360 for definitions)

- CHECK ONE: EMERGENCY CIRCUMSTANCES
 OBLIGATORY CIRCUMSTANCES
 FISCAL ADVANTAGE/COMPLIANCE WITH FISCAL MANAGEMENT PRINCIPALS

B. SUPPORTING INFORMATION

1. State the action requested, including the dollar amount and specific departmental accounts(s) to which the Contingent Fund appropriation would be made.

\$4,295 is requested to cover a shortage in the Special Purpose Account for City Memberships, 0001-1310-S148-006300.

2. State the purpose of the action requested which includes the program, service or activity to be supported by the funding, as well as the objective(s) to be accomplished.

To provide sufficient funding to pay for the city's 2003 memberships in the American Management Association (\$1800), Government Finance Officers Association (\$1,495) and the Public Policy Forum (\$1,000).

3. Describe the circumstances which prompt the request.

2003 membership fees for other organizations (League of Wisconsin Municipalities, National League of Cities and Wisconsin Alliance of Cities) exceeded budgeted estimates.

4. What are the consequences of not providing the program, service, or activity which is funded by this request?

The city will not be able to take advantage of educational discounts, educational materials and other benefits of belonging to these organizations.

5. Explain why funds authorized in the Budget are insufficient to provide for the program, service, or activity in question.

The budgeted amounts were based on the best available estimates at the time of budget preparation.

5a. Are there any unexpended funds in the departmental control account for which this appropriation is requested, that could be used to fund this request?

No.

5b. What are the consequences of using budgeted operating funds for this request?

These are budgeted as a special purpose account because they do not directly affect the operations of the City Clerk's Office but are of a city-wide nature. Therefore, use of departmental budgeted operating funds would be inappropriate.

6. State why funding was not included in the Budget.

Funding was included, but was based on the best available estimates of membership fees. Subsequently some memberships increased more than anticipated.

7. Will the conditions prompting the request be limited to the current year, or will they continue into the following year?

Membership fees will continue to increase, and budget requests will be adjusted based on the best information available at the time of budget submission.

8. Has your department made a similar Contingent Fund request in previous years? YES NO

*If yes, what is the most recent year the request was made?

9. Will this funding be used to implement provisions of a collective bargaining agreement? YES NO

10. Will the funding being requested provide a level of service authorized by the Budget? YES NO

*If yes, why can't your department accomplish the authorized service level with the authorized funding level?

Membership fees increased beyond budgeted estimates.

11. Will the requested funding provide a level of service higher than that authorized by the Budget? YES NO

*If yes, why is a higher service level necessary?

*What is the estimated amount of additional service units to be provided if the entire Contingent Fund request is approved?

12. What performance measures and sub-measures are affected by this request, and what are the anticipated changes if the entire Contingent Fund request is approved?

Not applicable

13. What reductions to performance measures are expected if the request is not approved?

Not applicable.

14. Is any grant funding associated with the program service, or activity pertaining to the request? YES NO

*If yes, name the grant and current year amount.

15. Will the program, service, or activity affect any electronic data processing system? YES NO

The following questions only apply to Contingent Fund requests which transfer appropriations into capital purpose accounts:

16. Does this request transfer an appropriation into a capital purpose subaccount? YES NO

*If yes, are similar projects planned and funding available in a capital purpose (parent) account for the current year?

17. Why is the project for which Contingent Funds are requested more important than other similar projects?

18. Does this request fund a project outside the normal order of planned projects of a kind which are funded through a capital purpose (parent) account for the current year? YES NO

*If yes, what is the consequence of deferring the lowest priority planned project until next year?

19. Was this project included in the Department's Budget request?

YES NO

*If not, why not?

C. THANK YOU FOR YOUR COOPERATION. PLEASE SEND COPIES OF YOUR RESPONSE TO:

- Staff Assistant, Finance & Personnel Committee, Room 205, City Hall (6 COPIES)
- Special Assistant, Finance & Personnel Committee, Room 205, City Hall (1 COPY)
- Fiscal Research Manager, LRB-Common Council, Room B-11, City Hall (2 COPIES)
- Budget & Management Director, DOA, Room 307, City Hall (2 COPIES)

If you have any questions about the completion of this form, you may call the Fiscal Research Manager at extension 8686.