

**FINANCE & PERSONNEL COMMITTEE**  
**CONTINGENT FUND REQUEST INFORMATION FORM**

DEPT.:Comptroller's Office

CONTACT PERSON &amp; PHONE NO.: Christopher Wanty x2314

**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.

This would be a subclass created within the Contingent Fund with appropriations for \$ 208, 095.45

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 pay money due to the State of Wisconsin Department of Revenue.

3. Describe the circumstances which prompt the request.

An audit by the State of Wisconsin for the years 2005 to 2008 determined that Sales tax were not being collected on certain City services deemed to be taxable.

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

Additional fess and penalties will accrue.

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

Sales Tax is a trust fund and is not budgeted for but collected by the City when Sales or services are provided and remitted to the State on a monthly basis.

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?

Departments do not have funds budgeted for this purpose.

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

No Budget for Sales Tax

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

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

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

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

11. Will the requested funding provide a level of service higher than that authorized by the Budget?  YES X 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?

NONE

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

NA

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 (1 COPY)  
Fiscal Research Manager, LRB-Common Council, Room B-11, City Hall (2 COPIES)  
Budget & Management Director, DOA, Room 603, 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.**