

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: October 27, 2011**

SUBJECT: Budget Transfer from Capital Budget to Operating Budget

SUBMITTING DEPARTMENT: Management Services

PREPARED BY: Casey Danner, Information Technology (IT) Manager

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: None

SUMMARY/BACKGROUND: Monies were budgeted for in the IT Capital Budget for fiscal year 2011-12, under account #101.2530.700.7435, for the purchase of a new AS/400 system. The system was purchased this fiscal year, and at a savings to what was originally budgeted. A balance remains in the account amounting to \$2,441.80. There are no plans to use these remaining funds, as the money was budgeted specifically for the AS/400 system.

The Consultant Fees in the IT Operating Budget are in need of additional funds to assist in the upgrading of our Town Microsoft Exchange email system to a new version of the system. With the money that was saved in the purchase of the AS/400 system, staff is proposing to transfer the \$2,441 balance from the IT Capital Budget account over to the IT Operating Budget account. Per Town policy, budget transfers affecting the Capital Budget require Council approval, and therefore staff is bringing this proposal to Council for approval.

The following table shows the proposed budget transfer:

	Account Description	Original Budget	Transfer Amt	Revised Budget
From Capital Account				
101.2530.700.7435	Computer-related items	\$41,045	-\$2,441	\$38,604
To Operating Account				
101.2530.619.3415	Consultant Fees	\$6,000	\$2,441	\$8,441
Total		\$47,045	-0-	\$47,045

OPTIONS ANALYSIS: The Council may approve the transfer of needed funds to aid in the upgrading of the Town's Microsoft Exchange email system, or decline to approve the transfer.

ACTION OPTION: Motion to approve \$2441 from the IT Capital Budget, Computer-related Items, to the IT Operating Budget, Consultant Fees, for the upgrading of the Town's Microsoft Exchange email system. **VOTE.**

RECOMMENDATION: Staff recommends approval of a budget transfer of \$2,441 from the IT Capital Budget to the IT Operating Budget.

FISCAL ANALYSIS: There is no fiscal impact as no additional funds are being requested; the action is only moving budgeted funds from one account, #101.2530.700.7435, to another, #101.2530.619.3415.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____