



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

February 7, 2019

To: Terrence McCracken, Secretary to the Authority

From: Steven V. D'Amico, Business Office Manager

Subject: End of Year Budget Amendment

At year end, when the books are closed, and the final Comparative Financial Statements have been run for both the Operating & Maintenance and Capital budgets, a thorough review is done to make sure there are no deficiencies reflected in the actuals verse the budget. If so, the Authority has consistently prepared a final budget amendment to eliminate the deficiencies by moving money from areas where there are surpluses. Please keep in mind this is done before the final audit.

Attached is the final budget amendment for the 2018 Operating & Maintenance and Capital Budgets. If you have any questions or require additional information, please let me know.

Budget Transfer Authorization

Budget Transfer No: _____

Date: 12/31/2018

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
		VARIOUS	O&M AND CAPITAL EXPENSE ACCOUNTS	\$ 4,148,553

Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
		VARIOUS	O&M AND CAPITAL EXPENSE ACCOUNTS	\$ 4,148,553

Statement as to Necessity of Budget Transfer:

AS PER ATTACHED

Required Approvals*:

Unit Head: _____

Dept. Head: _____

Budget/Financial Analyst: _____

Executive Engineer: _____

Comptroller: _____

Deputy Director: _____

Executive Director: _____

Board Resolution Date: _____

[Handwritten signatures and initials over the approval lines]

* See Back of Form for "Outline of Approvals Required for Budget Transfers", Schedule A and "Approvals Required for Creation of New Budget Items", Schedule B

**** Final as of 1/29/2019 Closing****

Summary of Proposed O&M Budget Amendment for 2018

<u>Re-Allocation to:</u>	<u>2018 Actual</u>	<u>2018 Adjusted Budget</u>	<u>Negative Variance</u>	<u>Re-Allocation From:</u>	<u>Amount</u>
Emp. Expense - Supervision O.T.	198,687	155,300	(43,387)	Supervision	43,387
Emp. Expense - Labor O.T.	1,272,732	1,167,225	(105,507)	Labor	105,507
Fringe Benefits	10,329,408	9,383,083	(946,325)	Salaries Labor	500,000 446,325
Insurance	703,935	682,673	(21,262)	Payments to Contractors - Other	21,262
Administrative Credits	(2,252,696)	(3,009,676)	(756,980)	Payments to Contractors - Other Payments to Contractors - Tanks	500,000 256,980
LMWD Service Installations	28,556	-	(28,556)	Payments to Contractors - Other	28,556
Stores Expense Credit	(27,036)	(35,000)	(7,964)	Payments to Contractors - Other	7,964
			<u>(1,909,981)</u>		<u>1,909,981</u>
O&M Budget Amendments for internal numbers reflecting a negative variance for Board Resolution of Feb. 21, 2019			(1,053,407)		1,053,407
Add unit amendments for other internal numbers that do not reflect a negative variance.			<u>(2,963,388)</u>		<u>2,963,388</u>

**** Final as of 1/29/2019 Closing****

Summary of Proposed Capital Budget Amendment for 2018

<u>Unit No.</u>	<u>Capital No.</u>	<u>Description</u>	<u>2018 Actual</u>	<u>2018 Adjusted Budget</u>	<u>Negative Variance</u>	<u>Re-Allocation Items Unit No.</u>	<u>Amount</u>
2090	100586	Misc. Distribution Mains	1,562,735	400,000	(1,162,735)	2590	1,162,735
2510	101015	NC-34 - STP Raw Water	755,913	750,000	(5,913)	2510	5,913
2590	101266	CH-9 -Waterline Replacement - BLVL,CHTN,HATN,LACY & WSTN	2,836,517	2,820,000	(16,517)	2590	16,517
Total of Capital Budget Amendments for Board Resolution of Feb. 21, 2019					<u>(1,185,165)</u>		<u>1,185,165</u>