

Memorandum

City of Lawrence

Finance Department

TO: Lawrence City Commission
 FROM: Jeremy Willmoth, Finance Director
 CC: Craig Owens, City Manager
 DATE: July 15, 2021
 RE: Transfers in the FY22 Budget

Beginning in FY21, a key change was made to the budgeting process to move purchases for the Capital Improvement Plan (CIP) to the Capital Projects Fund (Fund 400) and to move purchases for the Vehicle & Equipment Replacement Plan (VERP) to the Equipment Reserve Fund (Fund 205). The only exception to this rule is for enterprise funds (Water & Wastewater Fund, Solid Waste Fund, Public Parking Fund, and Stormwater Fund). Under Generally Accepted Accounting Principles, these transactions must be recorded at the fund level and thus, they cannot be commingled with governmental funds.

Below outlines a summary of all transfers that are included in the FY22 budget with an explanation of the purpose of those transfers.

Transfers to the General Fund (Fund 001)

Transfer From	Amount	Reason
Guest Tax Fund	\$167,000	Park Employee Support
Water & Wastewater Fund	\$3,090,000	Payment-in-lieu-of-taxes (PILOT)
Solid Waste Fund	\$1,009,000	Payment-in-lieu-of-taxes (PILOT)
Storm Water Fund	\$453,000	Payment-in-lieu-of-taxes (PILOT)
Capital Improvement Sales Tax Fund	\$2,804,000	Support for Road Maintenance
Special Alcohol	\$800,000	Support for Housing Initiatives
Special Recreation	\$818,000	Support for Recreational Activities
Special Gasoline Tax	\$2,476,000	Support for Road Maintenance
Total	\$11,617,000	

Transfers from the General Fund (Fund 001)

Transfer To	Amount	Reason
Airport Fund	\$168,000	Airport Operations Support
Equipment Reserve Fund	\$1,653,000	Vehicle & Equipment Replacement Plan Support
Bond & Interest Fund	\$398,000	Savings from the "Green Bonded" projects used to pay for the debt
Capital Projects Fund	\$1,005,000	Capital Improvement Plan Support
Housing Trust Fund	\$350,000	Support for Housing Initiatives
Total	\$3,574,000	

Transfers to the Airport Fund (Fund 201)

Transfer From	Amount	Reason
General Fund	\$168,000	Airport Operations Support
Total	\$168,000	

Transfers from the Capital Improvement Sales Tax Fund (Fund 202)

Transfer To	Amount	Reason
General Fund	\$2,804,000	Maintenance Plan Support
Equipment Reserve Fund	\$1,066,000	Vehicle & Equipment Replacement Plan Support
Capital Projects Fund	\$1,275,000	Capital Improvement Plan Support
Total	\$5,145,000	

Transfers to the Equipment Reserve Fund (Fund 205)

Transfer From	Amount	Reason
General Fund	\$1,653,000	Vehicle & Equipment Replacement Plan Support
Transit Fund	\$1,900,000	Vehicle & Equipment Replacement Plan Support
Capital Improvement Sales Tax Fund	\$1,066,000	Vehicle & Equipment Replacement Plan Support
Administrative Services Fund	\$1,159,000	Vehicle & Equipment Replacement Plan Support
Special Gas Tax Fund	\$330,000	Vehicle & Equipment Replacement Plan Support
Total	\$6,108,000	

Transfers from the Guest Tax Fund (Fund 206)

Transfer To	Amount	Reason
General Fund	\$167,000	Park Employee Support
Total	\$167,000	

Transfers from the Public Transportation Sales Tax Fund (Fund 210)

Transfer To	Amount	Reason
Equipment Reserve Fund	\$1,900,000	Vehicle & Equipment Replacement Plan Support
Capital Projects Fund	\$8,950,000	Capital Improvement Plan Support
Total	\$10,850,000	

Transfers from the Special Alcohol Fund (Fund 213)

Transfer To	Amount	Reason
General Fund	\$800,000	Support for Housing Initiatives
Total	\$800,000	

Transfers from the Special Gasoline Tax Fund (Fund 214)

Transfer To	Amount	Reason
General Fund	\$2,476,000	Support for Road Maintenance
Equipment Reserve Fund	\$330,000	Vehicle & Equipment Replacement Plan Support
Total	\$2,806,000	

Transfers from the Special Recreation Fund (Fund 216)

Transfer To	Amount	Reason
General Fund	\$818,000	Support for Recreation Activities
Total	\$818,000	

Transfers to the Bond & Interest Fund (Fund 301)

Transfer From	Amount	Reason
General Fund	\$398,000	Green Bonds
Storm Water Fund	\$269,000	Future & Current Stormwater Debt
Total	\$667,000	

Transfers to the Capital Projects Fund (Fund 400)

Transfer From	Amount	Reason
General Fund	\$1,005,000	Capital Improvement Plan Support
Transportation Sales Tax Fund	\$8,950,000	Capital Improvement Plan Support
Capital Improvement Sales Tax Fund	\$1,275,000	Capital Improvement Plan Support
Total	\$11,230,000	

Transfer to the Water & Wastewater Fund (Fund 501)

Transfer From	Amount	Reason
Solid Waste Fund	\$438,000	Shared Staff Support
Storm Water Fund	\$15,000	Shared Staff Support
Total	\$453,000	

Transfers from the Water & Wastewater Fund (Fund 501)

Transfer To	Amount	Reason
General Fund	\$3,090,000	Payment-in-lieu-of-taxes (PILOT)
Non-Bonded Construction Fund	\$7,550,000	Capital Improvement Plan Support
Total	\$10,640,000	

Transfers from the Solid Waste Fund (Fund 502)

Transfer To	Amount	Reason
General Fund	\$1,009,000	Payment-in-lieu-of-taxes (PILOT)
Water & Wastewater Fund	\$438,000	Shared Staff Support
Total	\$1,447,000	

Transfers from the Stormwater Fund (Fund 505)

Transfer To	Amount	Reason
General Fund	\$453,000	Payment-in-lieu-of-taxes (PILOT)
Bond & Interest Fund	\$269,000	Future & Current Stormwater Debt
Water & Wastewater Fund	\$15,000	Shared Staff Support
Total	\$737,000	

Transfer from Administrative Services Fund (Fund 523)

Transfer To	Amount	Reason
Equipment Reserve Fund	\$1,159,000	Vehicle & Equipment Replacement Plan Support
Total	\$1,159,000	

Transfer to Utilities Non-Bonded Construction Fund (Fund 552)

Transfer From	Amount	Reason
Water & Wastewater Fund	\$7,550,000	Capital Improvement Plan Support
Total	\$7,550,000	

Transfer to Housing Trust Fund (Fund 607)

Transfer From	Amount	Reason
General Fund	\$350,000	Support for Housing Initiatives
Total	\$350,000	

This is a complete list of all transfers included in the FY22 budget with a brief explanation regarding the purpose of the transfer. This is intended to help provide supplemental information in preparation of the public hearing.