

# TOWN OF YUCCA VALLEY

## TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Jordan Gumbish, Finance and Accounting Supervisor

**Date:** August 25, 2020  
**Meeting Date:** September 15, 2020

**Subject:** 2019-20 Purchase Order Encumbrances and Project Carry Forwards

### **Recommendation**

Adopt Resolution No. 20-XX Approving the 2019-20 Purchase Order Encumbrances and Project Carry forwards as identified in Exhibits A and B

### **Order of Procedure**

- Request Staff Report
- Request Public Comment
- Council Discussion/Questions of Staff
- Motion/Second
- Discussion on Motion
- Call the Question

### **Discussion**

The encumbrances and projects identified in the attached schedules (Exhibits A and B) represent expenditures that were authorized and approved, but not completed or invoiced as of June 30, 2020. These are contracts executed but not all services received and billed as of the end of the fiscal year and authorized capital projects that have been planned, approved and budgeted for, but not yet initiated or completed. The total carry forward into Fiscal Year 2020-21 General Fund is \$56,750.

The approval of the encumbrance schedule will transfer the authorized amount from the Fiscal Year 2019-20 budget to the current fiscal year 2020-21 budget. These funds were not expended in the prior fiscal year, and therefore, there is no net impact on total expenditures for the contract or project. This process simply moves the expenditure authorization from one fiscal year to the next.

Pursuant to the Town's Budget Resolution, for all special revenue funds, unexpended appropriations for approved individual capital projects will be carried forward as necessary. Those special revenue funds with carry forwards are attached as Exhibit B. In addition to unexpended appropriations, there may be transfers and revenue included in the Special Revenue Fund Fiscal Year 2020-21 budget.

### **Alternatives**

None

**Fiscal Impact**

Total requested general fund carryovers are \$56,750. This amount will reduce the amount of funds available for designation from FY2019-20 fund balance.

**Attachments**

Exhibit A-2019-20 General Fund Encumbrance & Carryover Listing

Exhibit B-2019-20 Special Revenue Funds CF

**RESOLUTION NO. 20-**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY,  
CALIFORNIA, AMENDING THE FISCAL YEAR 2020-21 BUDGET.**

WHEREAS, the Town Council of the Town of Yucca Valley has adopted a budget for the Town's 2020-21 fiscal year; and

WHEREAS, amendments are required to reflect changes in appropriations from the original adopted budget.

NOW, THEREFORE, THE TOWN COUNCIL resolves as follows:

1. A total of \$56,750 is appropriated as reflected in Exhibit "A" to cover amounts encumbered during the 2019-20 fiscal year within the Town's General Fund (001) as identified and amends the Fiscal Year 2020-21 General Fund budget.
2. Amends the Fiscal Year 2020-21 Special Revenue Fund budgets as identified in Exhibit B.

APPROVED AND ADOPTED THIS 15th day of September 2020.

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MAYOR

ATTEST:

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TOWN CLERK

APPROVED AS TO FORM:

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TOWN ATTORNEY