

**MEMORANDUM
FINANCE DEPARTMENT**

TO: Mr. Thomas Thomas, City Manager
SUBJECT: Adjustment to the FY2013 Budget

Number: 012 - 13
Date: 08-01-12

An adjustment to the FY2013 budget in the amount of \$358.26 is requested by the Library reference carrying over funds that were not expended in FY2012 for the Teen Read program. In FY2012 the Library received \$1,290.76 in contributions for this program and expended \$932.50 of these funds. As the remaining funds were not included in the FY2013 budget, it is requested that \$358.26 be added to the Library budget.

The requested budget adjustment is for the following account number:

251-713451-52211-6148000	\$358.26	Supplies/Educational
--------------------------	----------	----------------------

Recommendation: Council approve the adjustment increasing the Library Fund (251) budget for FY2013 by \$358.26.

Submitted by: Cynthia Parchert, Finance Director
Donald Reichert, Budget Coordinator

Approved: Thomas Thomas, City Manager