


# Memorandum

Date; December 8, 2011  
To: Jim Dinley, Municipal Administrator  
Jay Sweeney, Finance Director   
Mayor and Assembly Members  
From: Mike Middleton, Deputy Finance Director  
Subject: Budgetary transfer from Personnel to Travel and Training

The Finance Department requests a budgetary transfer of \$8,000 from Finance Department personnel (regular wages) to Finance Department Travel and Training.

This request is made for the following reasons;

1. New leadership in the Finance Department is placing an emphasis on training and developing a depth of financial expertise in the department staff.
2. The prior budget did not consider the additional cost of training with the hiring of a Deputy Director with a CPA. Continuing education is needed to keep the CPA license current.
3. The hiring of a Deputy Director was considered in the personnel (regular wages), however, the budget planned for a full year of wages and the Deputy Director did not start until August 29<sup>th</sup>, resulting in a projected budget surplus of \$31,000.
4. The Alaska Government Finance Officers Association (AGFOA) spring conference is in Soldatna and will cost \$5,400 to send four staff members.
  - a. The Director and Deputy Director will attend as this assists in becoming more versed in specific Alaska issues.
  - b. A staff member is the Treasurer for the AGFOA and as such, Sitka has made a commitment to ensure the individual attends.
  - c. Management wants a fourth member of the staff to attend to develop staff.
  - d. The cost is estimated to be \$1,300 each and \$200 for a shared rental car from Kenai.
5. The Government Finance Officers Association (GFOA) annual conference is a national conference providing training, guidance and discussion opportunities for governmental accounting regulations and interpretations. The expected cost is \$2,500.
  - a. Attendance to the conference was a discussion point in the offer of the position to the Deputy Director.
6. A staff member is pursuing an Accounting degree and historically the Finance Department has provided some tuition and fees reimbursement. The estimated cost is \$500.
7. In Finance Department Travel and Training, Sitka currently has a budgetary balance of \$2,573 available. The expected cost of the additional travel and training is \$8,400 which would leave a budgetary deficit of \$5,827.
8. Management requests a transfer of \$8,000 from Finance Personnel (regular wages) to Finance Travel and Training. This will leave both accounts with an expected budget surplus of \$23,514 and \$2,174 respectively.