

**CITY OF BRIDGEPORT
BUDGET & APPROPRIATIONS
REGULAR MEETING
AUGUST 13, 2012**

ATTENDANCE: Robert Curwen, Chair; Angel dePara, Co-chair; Susan Brannelly,
Council President Thomas McCarthy

STAFF: Ann Kelly Lenz, Acting Finance Director

OTHERS: Rev. John Olson, Council Member

CALL TO ORDER

Council Member Curwen called the meeting to order at 6:04 p.m. A quorum was present.

**GENERAL DISCUSSION REGARDING THE REVIEW OF THE MONTHLY
FINANCIAL REPORT.**

Council Member dePara announced that the only item on the agenda was the discussion of the monthly financial report. The June 2012 monthly draft report was distributed to those present.

Ms. Kelly Lenz emphasized that the document was a draft because the City was closing out the books for Fiscal Year 2011-2012. All expenditures to date were included along with encumbrances. The encumbrances included open invoices that were still to be paid. Some assumptions were made regarding this.

However, the Board of Education figures were still not firm due to the way payments are made to the teachers. Their final numbers will not be available until August. The teachers are allowed to determine how they want their salaries, but the amount they are being paid is already determined. Ms. Kelly-Lenz said that she wanted to work on the accounting portion so that the numbers will be available at an earlier date.

On the revenue side, the department has been reviewing the income to insure that the deposits are being entered into the proper categories. Due to these factors, it is difficult to give a hard number.

Ms. Kelly-Lenz said that the procedure will be changed and that the department heads will be meeting regularly with the Finance Department about the variances in the budgets. Council President McCarthy said that he understood that the tax revenues from the Pequot was a moving target. Discussion followed about anticipated projections and the formulas involved in creating these figures.

Council Member Curwen said that he would like to suggest that the major categories be colored coded so that the Council Members can readily see why there may be a deficit or surplus on the front page. He said that there was not a way to show the monthly projections. Ms. Kelly Lenz said that this report was being built in MUNIS so that the report can be generated quickly.

Council Member dePara commended Ms. Kelly Lenz for including a year to date comparative, but said that he would like Ms. Kelly Lenz to share the template before it is put into use. Ms. Kelly Lenz said that if the Council Members had strong preferences about how the report would be laid out, it would be good to know before the major work is done in terms of layout. Council Member dePara said that he would hope that the Council Members would have input. Ms. Kelly Lenz said that she would send a list of the categories via email.

Council Member dePara stated that any extreme variances should be flagged. Then the department head could be called in to explain why there was an overage.

Council Member dePara said that Council Member Brannelly had requested that the reports be generated as a PDF and then sent to the Council Members electronically. That would save trees and it is helpful to have all the information available on the iPad. It was noted that there were some Council Members who prefer to receive paper copies.

Discussion followed about the level of detail needed in the reports. Ms. Kelly Lenz said that the goal was having the report with the explanation by the department head for next month.

ADJOURNMENT

**** COUNCIL PRESIDENT MCCARTHY MOVED TO ADJOURN.
** COUNCIL MEMBER BRANNELLY SECONDED.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:05 p.m.

Respectfully submitted,

Sharon L. Soltes
Telesco Secretarial Services