

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members of the Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Borough Mayor *ch*

THRU: Brandi Harbaugh, Finance Director *BR*

FROM: Sarah Hostetter, Payroll Accountant *SH*

DATE: November 16, 2020

RE: Budget Revisions – October 2020

Attached is a budget revision listing for October 2020. The attached list contains budget revisions between major expenditure categories (i.e., maintenance & operations and capital outlay). Other minor transfers were processed between object codes within major expenditure categories.

OCTOBER 2020**INCREASE DECREASE****CLERK'S OFFICE - ELECTIONS**

To purchase precinct supply bags and other election supplies.

100-11130-00000-43310 (Advertising)		\$765.00
100-11130-00000-43410 (Printing)		\$13,305.00
100-11130-00000-43810 (Rents & Operating Leases)		\$1,400.00
100-11130-00000-42210 (Operating Supplies)	\$2,165.00	
100-11130-00000-42410 (Small Tools & Minor Equipment)	\$13,305.00	

FINANCE - ADMINISTRATION

To purchase computers to support remote work.

100-11410-00000-43210 (Transportation & Subsistence)		\$3,500.00
100-11410-00000-48710 (Minor Office Equipment)	\$3,500.00	

FINANCE - SALES TAX & PROPERTY TAX/CASH MANAGEMENT

To cover a computer replacement in Sales Tax.

100-11440-00000-48710 (Minor Office Equipment)		\$801.00
100-11441-00000-48710 (Minor Office Equipment)	\$801.00	

HUMAN RESOURCES - ADMINISTRATION

To purchase Talk to Type software.

100-11230-00000-43019 (Software Licensing)		\$195.69
100-11230-00000-42120 (Computer Software)	\$195.69	

MAINTENANCE DEPARTMENT

To replace under budgeted computer replacements.

241-41010-00000-42310 (Repair & Maintenance Supplies)		\$1,760.00
241-41010-00000-48710 (Minor Office Equipment)	\$1,760.00	

MAYOR'S OFFICE

To replace damaged chair mat.

100-11210-00000-43999 (Contingency)		\$70.00
100-11210-00000-42410 (Small Tools & Minor Equipment)	\$70.00	

OCTOBER 2020 CONTINUED**INCREASE DECREASE****NIKISKI FIRE SERVICE AREA**

Moving funds that are available due to lower than expected quotes to be available for purchasing radio equipment for the new station.

206-51110-20ST3-48311 (Machinery & Equipment)		\$15,000.00
206-51110-20ST3-48710 (Minor Office Equipment)	\$15,000.00	

NIKISKI FIRE SERVICE AREA

To purchase radio equipment for the new station.

206-51110-00000-40110 (Regular Wages)		\$13,524.32
206-51110-20ST3-48311 (Machinery & Equipment)	\$13,524.32	

PLANNING - LAND MANAGEMENT

To pay assessment taxes on Borough owned parcel.

250-21210-00000-45110 (Land Sale Property Tax)		\$5,727.97
250-21210-00000-43936 (USAD Assessment)	\$5,727.97	

RISK MANAGEMENT

To replace a failed Sound Level Meter and Gas Monitor.

700-11234-00000-43720 (Equipment Maintenance)		\$1,200.00
700-11234-00000-42410 (Small Tools & Minor Equipment)	\$1,200.00	

SELDOVIA RECREATION

To purchase a new vacuum cleaner approved by the Service Area Treasurer.

227-61210-00000-43960 (Recreational Program Expenses)		\$400.00
227-61210-00000-42410 (Small Tools & Minor Equipment)	\$400.00	

SOUTH PENINSULA HOSPITAL

To cover wages incurred while secretarial services are unavailable.

602-81210-00000-43011 (Contract Services)		\$3,750.59
602-81210-00000-40120 (Temporary Wages)	\$1,816.00	
602-81210-00000-40130 (Overtime Wages)	\$116.25	
602-81210-00000-40210 (FICA)	\$137.10	
602-81210-00000-40321 (Health Insurance)	\$1,681.24	