



Agenda Item

File #: 22-0738

Requested Agenda Date:

8/2/2022

Requested Agenda Title:

Budget Adjustment: Records Management and Archives' Request for Technical Adjustment to Correct a Budget Error

Requested Agenda Item Description: Records Management & Archive received \$69,000 one-time funding to purchase GRAMA requests management software. During the Fall 2021 budget process, the base budget was manually adjusted to 0 to reflect one-time funding. However, the SHERPA system also initiated an adjustment reduce the base budget by \$69,000. This created a duplicate entry and added a negative Contra Account line in the budget. This is technical adjustment to reverse the manual entry.

Requested Action: Discussion - Vote Needed

Presenter(s) (with titles): David Delquadro - Council Fiscal Manager

Time Needed: Less than 5 MINS

Is this Item Time-Sensitive and/or Requesting a Time-Certain? No

Requesting Staff Member: Megan Hillyard, Director of Admin Services

Are Supporting Documents Needed for this Agenda Item Request? Yes