

MEMORANDUM

TO: Finance, Expenditure and Legal Subcommittee

SUBJECT: District Accounts over 110%

DATE: June 2, 2023

FROM: John Winkler

District Policy 7.5 FEL Subcommittee – Budgetary Oversight states, “If, at any time during the fiscal year, the District expenditures from any budgetary account, for which more than \$20,000 was budgeted for that fiscal year, exceed the amount budgeted by more than 10%, the Chairperson of the FEL Subcommittee may call a meeting of such Subcommittee to consider recommendations to the Board with respect to such account.”

Pursuant to this policy the following accounts are submitted for review:

Account # 01-01-4071 Directors’ Travel/Expenses – John Winkler Budgeted \$30,000 Actual - \$34,790.42 * * Over 110%	This account will go over 110% of budget. The final end of fiscal year expense will be about \$37,000 instead of the \$30,000 budgeted amount. This is due to increased Director participation in a variety of NARD conferences which includes but not limited to: the NARD Legislative Conference, Lincoln; the NACD Annual Meeting; the NARD Washington D.C. Annual Meeting; the NRDs Annual Basin Tour; and the NARD Annual Fall Conference, Kearney.
Account # 01-01-4333 Office Equipment Maintenance Bill Brush Budgeted \$158,000 Actual - \$176,131.16 * * Over 110%	There were two large spending items that were not anticipated in formulation of the budget in August of 2022. First was the Autodesk subscription renewal for \$9,000 (this subscription occurs every 3 years and it was unfortunately missed in the budget). Second was the conversion to Adobe Acrobat Pro organization wide which was \$11,000 (it was anticipated that a few employees would be converted, however, because of the software’s capabilities it was determined it was best for every employee to have the software package). Furthermore, our regular budgeted software licensing costs increased about 10% across the board.

Management recommends that the Subcommittee recommend to the Board that Directors’ that the following accounts be allowed to exceed 110% of the budgeted amount:

- **Account 01-01-4071 Directors’ Travel/Expenses up to a maximum of \$37,000**
- **Account 01-01-4333 Office Equipment Maintenance up to a maximum of \$190,000**