



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	Item Type:		1 st Reading	2 nd Reading
2/17/2021	<input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Other	Ordinance Reading	N/A	N/A
		Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
		Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
		Quasi Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
File No.:				
21-033				
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number :	
N/A	N/A	N/A	N/A	
Contract/P.O. Required	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N/A	Marie M. Gouin, Director	Budget & Program Monitoring	
Strategic Plan Focus Areas:				
<input checked="" type="checkbox"/> Finance & Budget		<input type="checkbox"/> Organizational Capacity	<input type="checkbox"/> Infrastructure/Projects	
Implementation Timeline:				
Estimated Start Date: N/A Estimated End Date: N/A				

SHORT TITLE:

BUDGET PERFORMANCE REPORT AND BUDGET TRANSFERS THAT EXCEED \$50,0000

STAFF SUMMARY:

Summary

Staff is presenting the new Budget Performance Report for the period ending December 31, 2020 to the City Commission.

Background:

The previous reporting framework was known as the Monthly Financial Reports. These reports were segmented as four documents:

- Report 1 - General Fund Revenue Budgeted at greater than or equal to \$200,000
- Report 2 - Monthly Financial Report by Department

- Report 3 - General Fund Expenditures
- Report 4 - Budget Transfers that exceed \$50,000

The data contained in each report was displayed as tables, without any visual representation such as pie charts or bar graphs. A separate memorandum was drafted that would provide analysis on the significant variances for each period. When large datasets are presented without visual representation, it is more challenging for the audience to analyze the information.

Current Situation:

The new format is a revision of the previous monthly financial reports and explanation provided in the memorandum. Going forward, a singular document will include both the financial data and explanation of the variances. The combination of the two documents is a more seamless process in analyzing the data. Another change to the reporting structure is the addition of pie charts and bar graphs. The inclusion of a visual representation of the data as a fractional part of a whole (pie chart) is an effective communication tool for the audience. The bar graphs make it easier to compare multiple fiscal years and identify trends.

The new title of the report is the Budget Performance Report. The new format more accurately reflects the essence of the data presented, which is a monthly overview of revenue and expenditure actuals recorded in comparison to the prior fiscal year. The current fiscal year's performance is also provided as a percentage to the Revised Budget. This new format provides more transparency year over year and is a more relevant format to analyze historical data in comparison to current fiscal year monthly activities. All the funds being presented include a revenue analysis section and an expenditures section, that compares month-to-month activity from fiscal year 2019 to the current fiscal year (FY 2021).

As for the General Fund, which is the citywide operating fund and the largest fund in the City, includes a year-to-date comparison of the sources and uses. It also covers year-to-date expenditures of the General Fund departments and how they are trending in overtime costs. Furthermore, a year-to-date fund performance was done for this fund, comparing a month-to-month comparison of revenues verses expenditures.

The goal is to have a high level, concise, and transparent budget performance report for the City Commission and our constituency. Also included as part of the monthly reports are budget transfers more than \$50,000 made during the months of October through December (Exhibit 2).

Why Action is Necessary:

Per Code of Ordinance 10-31(4), staff is to notify the City Commission of any budget transfers that exceed \$50,000. Budget Performance Reports are provided to the City Commission for informational purposes.

Cost Benefit:

Budget Performance Reports provide a snapshot of the City's main Funds for added transparency and informed decision making.

PROPOSED ACTION:

Currently, we are seeking feedback and recommendations from the City Commission on the new format.

ATTACHMENT(S):

Exhibit 1 – Budget Performance Report for Period Ending December 31, 2020
Exhibit 2 – Budget Transfers that Exceed \$50,000

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