MINUTES
BUDGET COMMITTEE VIRTUAL MEETING
Wednesday, June 7, 2023, 9:00 AM
Alta Community Center (virtual), 10351 E. Highway 210, Alta, Utah

BUDGET COMMITTEE: Mayor Roger Bourke
Councilmember John Byrne
Councilmember Elise Morgan
Treasurer, Craig Heimark

STAFF PRESENT: John Guldner, Town Administrator
Mike Morey, Town Marshal
Chris Cawley, Assistant Town Administrator
Jen Clancy, Town Clerk
Molly Austin, Deputy Clerk

ALSO PRESENT: Councilmember Sheridan Davis

1. **CALL THE BUDGET COMMITTEE MEETING TO ORDER AND DECLARATION**

00:00:00

Mayor Bourke called the Budget Committee meeting to order pursuant to his May 23, 2023 determination. Mayor Bourke said that it is in the community's best interest to hold this meeting virtually without an anchor location.

2. **DISCUSSION OF THE FY 2023 YEAR-END AMENDED BUDGETS**

00:01:08

Jen Clancy said she had sent out a document with both FY 23 and future year proposed FY 24 numbers. She outlined the topics to be covered in the meeting, which included discussing the 2022-2023 budget, addressing any questions about year-end numbers, and highlighting a significant contribution to the capital projects fund. Additionally, she intended to cover the tentative budget for 2023-2024, various projects, a shuttle proposal memo, tax member summaries, and rates for water and sewer. The meeting proceeded with a focus on the 2022-2023 budget, with particular attention to a specific budget item related to the capital projects fund. Jen expressed their view on the significant contribution to the capital projects fund. They believed that it was necessary for the town of Alta to be more proactive in setting aside money for future capital improvements, especially considering aging buildings and the potential for a new community center. The participant also mentioned that Craig may have his own opinions on this matter.

Craig Heimark emphasized the importance of taking a multi-year perspective when considering tax increases and budget planning. Craig pointed out that Cliff Curry had raised concerns about a proposed tax increase. Craig explained that Cliff's analysis had focused solely on the annual operational budget and excluded capital expenditures. Craig stressed the importance of considering the capital fund's expenses in the coming years as a critical aspect of budget planning.

Councilmember Byrne raised questions about the 100% test, which imposes a limit on the general fund's size relative to the Town's revenue. He mentioned that, with the current budget, the Town was approximately at 82% to 83% of this limit. Councilmember Byrne emphasized the importance of ensuring that the Town's cash reserve, remains full. He expressed concern about the reduction in working capital and capital expenditure contributions. Councilmember Byrne believed that relying on these reductions as a long-term strategy might not be ideal and suggested that it was more of a band-aid approach. He acknowledged the progress made this year but stressed the importance of considering a more sustainable long-term approach.

Craig Heimark emphasized the need to allocate substantial resources to capital projects, especially in an environment where increased demand and load were expected. He highlighted the likelihood of these projects being necessary and the importance of increasing contributions to reserve funds, particularly for endeavors like a significant community center.

Councilmember Byrne echoed the importance of maintaining attention to the operating reserve balances within the general fund, even though it must stay below 100% of the limit. He suggested keeping the reserve between 80% and 90% of the limit, ensuring that it doesn't fall too low. He also mentioned the idea of implementing a test that provides the ratio based on expected revenue, recognizing that it's a moving target influenced by revenue fluctuations. While they agreed on the significance of funding Capital Expenditures, they stressed the importance of also maintaining the appropriate level of operating reserves.

Mayor Bourke followed up on the projected increase in visitation, particularly with a noticeable rise in summer visitors. He pointed out the need for more restroom facilities, especially at trailheads, due to the growing number of visitors. Mayor Bourke mentioned the importance of addressing the issue of human waste due to the lack of adequate restroom facilities. He expressed concern about falling behind in terms of infrastructure to accommodate the increasing levels of visitation.

Councilmember Byrne mentioned that during the last adjustment of the 2023 budget, the salaries for Alta Marshal's was $690,000, and there were plans to avoid mid-year raises and incorporate them into the next budget. However, they noted that the actual spending in FY 2023 was estimated to be $40,000 less than anticipated. He sought a response or clarification on this matter. Jen reported she felt confident the budget number was appropriate.

3. **DISCUSSION OF THE PROPOSED FY 2024 TOWN OF ALTA BUDGETS**

00:30:00

Chris Cawley mentioned that the staff report sent by Jen did not appear to have the search sheet attached, but they were not concerned about it. They stated that there hadn't been any significant changes in the project tracking document since the last budget committee meetings held in May. Chris emphasized that they wanted to convey to the budget committee that a few projects would undergo changes, and these adjustments would be reflected in the final proposed budget presented to the council and the budget committee at the June council meeting. They specifically mentioned updating numbers for the Alta Central Deck Replacement project, indicating that the scope and budget for that project needed to increase. The conversation then appeared to shift to viewing an expanded view of project details.

Chris discussed the deck project and the need for modifications. He reported they had originally intended to replace the deck boards and the membrane below, it became apparent that other structural elements beneath the membrane required attention. The structure in question protected a significant diesel generator that served as an emergency power source for the Alta Central and Town Office. The structure was not watertight, and as a result, they anticipated needing to seek estimates from contractors to address these issues, causing an increase in material and labor costs.

Chris also addressed the community center feasibility study, mentioning the desire to increase the scope and budget. Part of the reason for this was uncertainty about receiving the expected product from an architect engaged to provide an updated cost estimate. Chris acknowledged difficulties in making contact with the architect and anticipated that it would require additional work to develop an opinion of probable costs for a new design. As a result, they were considering a budget proposal between $50,000 and $75,000 for this project, which currently had $50,000 allocated.

Councilmember Byrne expressed a strong desire to see the construction of a community center but also raised concerns about the city's limited resources. He mentioned that with the current staffing situation, which involved a vacant position due to Chris’s new role, there was a significant amount of work to be done in the capital expenditure domain. Councilmember Byrne suggested that delaying the community center feasibility study by another year or two might be worth considering, given the substantial time investment required for the project and the need for more progress on infrastructure projects. He expressed his willingness to engage in another study but emphasized the importance of gaining momentum on capital projects. They suggested that if the community center feasibility study were to be shifted to the 2025 budget year, it wouldn't be a cause for concern. Councilmember Byrne believed that this could provide the opportunity to reset the office and make progress on executing various projects.

Craig Heimark acknowledged that historically, there has been underspending in the capital projects allocation and that being short-staffed for the year raised concerns about the ability to execute an increased capital budget effectively. Craig also mentioned that Councilmember Byrne’s point about spending more time on the planning part of the project was valid. He believed that spending some amount this year to get the planning started, even if it's incomplete, might be necessary. However, he anticipated that the study would likely be pushed into the next year. This delay would also postpone the decision on whether to move forward with constructing the community center.

Chris Cawley emphasized the urgency of beginning a feasibility study for the community center in the upcoming fiscal year. This urgency was driven by concerns about the state of the current structure and the need to understand the cost implications of replacing it. He mentioned the goal of having a cost estimate for a new facility by February 2024 to inform the budget process for fiscal year 2025. Chris acknowledged the valid comment made by Councilmember Byrne about staffing levels and the number of proposed projects for the next year. He then transitioned to discussing the generator project, noting its urgency due to failures during power outages. Chris explained that they had received a bid for a new generator but were seeking another bid with a potentially shorter lead time. He also mentioned the urgent nature of the generator project due to snowpack and road accessibility issues, emphasizing that it should be moved to the proposed 2024 category when updating the document. Chris briefly mentioned the playground equipment upgrade project, explaining that due to the snow in the park, they wouldn't be able to evaluate the project until the next fiscal year. Consequently, they planned to move it to the 2024 project decision category.

Councilmember Byrne agreed with Chris's points and highlighted the need to project future cash balances, especially when making decisions about allocating funds for studies and future building projects. They emphasized the importance of having an estimated future capital expenditure (capex) fund balance to make informed decisions.

Craig Heimark acknowledged the need for such projections and expressed the intention to provide them, ideally by the current meeting, but no later than the June meeting. He stressed the significance of having a rough estimate of the community center's cost. This information would help in making decisions about expenditures for projects like rockfall mitigation and maintenance, depending on whether the community center's cost estimate was in the range of $3 million or $10 million. Craig believed that getting a rough order of magnitude estimate was crucial within the current year to inform future decisions.

Jen Clancy provided an update on a project involving the installation of remote meter systems at Powder Ridge. She expressed her satisfaction that 25 out of the 28 systems had been successfully installed, noting that they had been discussing this project for a few years. Jen shared her excitement about the progress made and mentioned that Chris would continue to manage this project.

Councilmember Morgan apologized for their tardiness, explaining that they had been dealing with a season pass deadline at the town's ski resort. They highlighted the significance of this deadline for the town's revenue. Councilmember Morgan expressed their gratitude for everyone's participation in the meeting despite their late arrival.

Chris Cawley presented a rough estimate of the administrative costs associated with taking over the shuttle program. He outlined various tasks and time budgets required to effectively manage the program. He emphasized the need to go out to bid for a contract given the magnitude of the projected expenses, and the administrative burden associated with managing the vendor. Mayor Bourke asked for clarification, suggesting that the administrative costs could be in the range of $50,000 to $70,000. Chris clarified that it was not a significant amount, equating it to a couple of weeks' salary for town staff, which might total around $2,500 to $5,000. Jen Clancy and Craig Heimark concurred with Chris's assessment of the cost estimate. Jen noted that the estimate allowed for some flexibility in the range, emphasizing that it wasn't a substantial expense.

The committee discussed the administrative costs and the value of taking over the shuttle program. Councilmember Byrne highlighted that the town is projected to spend around $26,000 as a net expense on the shuttle for the upcoming year, and he emphasized the importance of exploring opportunities to secure grant funding. Mayor Bourke pointed out that the fact that people are inquiring about the shuttle's operation highlights its value to the community. Craig Heimark proposed implementing a discipline of allocating staff time to major projects, in addition to budgeting for expenses, to provide a more accurate understanding of the resources required for each project. This approach aims to improve the town's ability to execute projects effectively.

The discussion revolved around three taxes: property tax, resort tax, and municipal transient room tax. They are compared with other communities to understand their impacts. Councilmember Byrne noted that while Alta may not have the highest rates in the state, the community is quite small, and the comparison should consider total revenue. Craig Heimark adds that comparing the total tax take from property taxes across communities is essential. The discussion emphasizes the unique aspects of Alta's economy and tax base. Mayor Bourke suggests adding a row for Brian Head, a more analogous comparison, and Craig Heimark points out the importance of considering the property tax base and the total revenue context.

Councilmember Byrne said he supports the proposed 0.1% property tax increase and suggests it should be implemented. However, he believes that forgoing the 1% transient room tax increase is not a sustainable long-term strategy. He notes that the town is already reducing its contribution to the CapEx fund, which could hinder long-term financial stability. Furthermore, reducing the general fund reserve balance could also have a negative impact. Ultimately, he thinks the town will face these financial discussions again in the future.

Craig Heimark expressed a similar viewpoint to John and said he was considering writing a formal response to Cliff's memo, emphasizing the need for a multi-year view of the town's finances. He acknowledges that, in practice, implementing the transient room tax increase for one year might not have a substantial impact, but he believes it's crucial to document their reasoning and make it clear that the decision is rooted in the town's long-term financial strategy. Craig suggests that a base comparison of property tax revenue would provide a more accurate context for the town's financial situation. He believes that the town's property tax base is limited, especially in comparison to larger communities with more complex economies. This difference in property tax base affects the town's ability to generate revenue and should be considered when evaluating the proposed tax increases.

The discussion continues with various council members and officials expressing their opinions about the proposed tax increases and their impact on the budget, capital expenditure fund, and reserves. There is a consensus that the transient room tax increase should be included in the budget for further discussion at the council level, even if they ultimately decide not to adopt it. Councilmember Byrne stresses the importance of maintaining discipline in funding the capital expenditure fund and avoiding underfunding, given the long-term depreciation of assets.

The discussion revolves around the proposed water and sewer rates. Jen Clancy presents the rate changes, and they discuss the need for capital contributions to the sewer infrastructure and a potential study from an outside expert to assess future sewer infrastructure needs. The sewer rates and capital contributions are discussed, with a proposal to include $10,000 for sewer infrastructure in the budget. Council members express agreement with this approach. The water fund's financial stability is also discussed, with concerns raised about future expenses and capital projects. They talk about the need for a comprehensive list of projects over the next 10 years and mention a budget item of $8,000 for potential projects in the sewer department. The discussion highlights the importance of long-term planning and a better understanding of future expenses and infrastructure needs.

The committee discusses the reduction in the administration department’s wage amount presented from the previous meeting. Jen Clancy explains that the amounts reflected are due to being down a staff person and a more realistic approach to the budget. She clarifies that the wage study has informed the budget. Mayor Bourke emphasizes the importance of paying competitive wages and suggests that some staff may receive future increases to address this.

Mayor Bourke asks about the communication and infrastructure needs of the Marshal’s department. Mike Morey, assures the Mayor that the budget addresses short-term critical needs in this regard. They also touch on the potential need for a community center and building facilities to ensure readiness in emergency situations. Craig mentions the importance of accelerating the study for the community center to determine the cost and feasibility.

Jen Clancy mentions there will be a one hour work session before the June Town Council meeting to introduce the budget to the rest of the town council and allow for questions and discussion.

4. **MOTION TO ADJOURN**

01:46:24

MOTION: John Byrne motioned to adjourn, and Craig Heimark seconded.

VOTE: All in favor. The meeting was adjourned unanimously.

Passed this 29th day of October 2023

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Jen Clancy, Town Clerk

December Budget Amendment
Staff Report:
November 21, 2023

To: Budget Committee
From: Jen Clancy, Town Clerk
Date Written: November 21, 2023

The December draft budget amendment numbers are in the far-right column followed by some notes as needed. By fund here are some highlights summarizing the changes:

General Fund + $130k

- Revenue - interest recalculation and to reflect on revenue coming in for radios (ASL and Snowbird – no net $ to Town)
- Expenses – a couple minor changes here and there, extension of Guldner contract through this fiscal year, and retreat.

Capital Project Fund + $75k

- Revenue - Increase in projected transfer from GF, recalculated interest.
- Expenses - No changes to projects.

Water Fund +$43K

- Revenue - Interest was recalculated
- Expenses - We are accounting for more admin staff time, added source water protection plan update (required), added water system study update, updated the cost of media and disposal, updated cap-ex projects, and reduced contribution to our nest egg.

Sewer Fund + $16K

- Revenue - Interest was recalculated. Will need to use $8k of reserves to cover the cost of sewer study
- Expenses – added funds to cover sewer operator and sewer study. Reduced contribution to infrastructure replacement and needing to use our reserves to cover the added cost of sewer study.

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GENERAL FUND REVENUE							
TAXES							
10-31-100	CURRENT YEAR PROPERTY TAXES	105,751	122,198	31%	400,165	400,165	
10-31-101	TAX INCREMENT - CRA	0	0	0%	0	0	
10-31-200	PRIOR YEAR PROPERTY TAXES	0	0	0%	5,000	5,000	
10-31-300	SALES AND USE TAXES	246,862	253,325	14%	1,868,000	1,868,000	sales (1.8M), 0.1% RR (68k)
10-31-310	4th .25 TAX	6,926	7,268	19%	39,200	39,200	avg of previous 3 years
10-31-400	ENERGY SALES AND USE TAX	14,671	17,010	20%	85,000	85,000	
10-31-410	TELEPHONE USE TAX	2,528	2,015	33%	6,150	6,150	avg of previous 3 years
Total TAXES:		376,737	401,815	17%	2,403,515	2,403,515	
LICENSES AND PERMITS							
10-32-100	BUSINESS LICENSES AND PERMITS	20,868	19,657	96%	20,500	20,500	
10-32-150	LIQUOR LICENSES	5,675	5,800	102%	5,675	5,800	
10-32-210	BUILDING PERMITS	5,478	8,485	17%	49,000	49,000	avg of previous 3 years
10-32-220	PARKING PERMITS	0	0	0%	14,000	14,000	
10-32-250	ANIMAL LICENSES	12,110	1,845	13%	14,000	14,000	
Total LICENSES AND PERMITS:		44,131	35,787	35%	103,175	103,300	
INTERGOVERNMENTAL REVENUE							
10-33-100	WFRC MATCHING GRANT	0	0	0%	0	0	
10-33-200	SALT LAKE CITY	0	0	0%	0	0	
10-33-275	SLC TRAILS	0	0	0%	0	0	
10-33-300	COUNTY - COMMUNITY DEVELOPMENT	0	0	0%	0	0	
10-33-350	COUNTY - TRANSPORTATION	0	0	0%	0	0	
10-33-375	COUNTY - ZAP	0	0	0%	0	0	
10-33-400	STATE GRANTS	0	0	0%	0	0	
10-33-450	FEDERAL GRANTS	0	0	0%	0	0	
10-33-560	CLASS C" ROAD FUND ALLOTMENT"	7,043	5,403	36%	15,000	15,000	
10-33-580	STATE LIQUOR FUND ALLOTMENT	0	0	0%	5,100	5,100	
10-33-600	SISK	0	3,000	100%	3,000	3,000	FS help with summer rd patrol
10-33-650	POST OFFICE	9,104	7,283	33%	21,850	21,850	
10-33-700	UDOT	0	0	0%	8,000	8,000	facility use, Tom Moore toilet $?
Total INTERGOVERNMENTAL REVENUE:		16,147	15,686	30%	52,950	52,950	
CHARGES FOR SERVICES							
10-34-240	REVEGETATION BONDS	0	0	0%	2,000	2,000	
10-34-430	PLAN CHECK FEES	1,966	5,258	35%	15,000	15,000	
10-34-550	PLANNING COMM REVIEW FEES	0	300	100%	300	300	

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10-34-600	GLASS RECYCLING	0	0	0%	0	0	
10-34-760	FACILITY CENTER USE FEES	0	0	0%	0	0	
10-34-810	IMPACT FEES	0	0	0%	2,000	2,000	
Total CHARGES FOR SERVICES:		1,966	5,558	29%	19,300	19,300	
FINES AND FORFEITURES							
10-35-100	COURT FINES	8,238	4,151	20%	21,000	21,000	
Total FINES AND FORFEITURES:		8,238	4,151	20%	21,000	21,000	
MISCELLANEOUS REVENUE							
10-36-100	INTEREST EARNINGS	20,447	49,330	123%	40,000	125,000	recalculated
10-36-300	OTHER FINANCING SOURCES	0	0	0%	0	0	
10-36-400	SALE OF FIXED ASSETS	0	2,621	16%	16,000	16,000	sell 2015 tacoma, ATV
10-36-620	MISCELLANEOUS	0	51,377	25%	204,000	249,000	Alta Resort Shuttle ($65k ACVB, $50k UTA, $44k ASL/lodging par
10-36-700	CONTRIB FROM PRIVATE SOURCES	0	0	0%	8,000	8,000	ranger program (FOA, ASL)
10-36-800	DONATIONS	0	0	0%	0	0	
10-36-810	METERING	0	0	0%	12,100	12,100	ski areas split, town issues payments
10-36-820	4x4 ENFORCEMENT	0	0	0%	0	0	
10-36-900	SUNDRY REVENUES	145	770	19%	4,000	4,000	
10-36-910	SALES TAX	0	229	0%	0	0	
Total MISCELLANEOUS REVENUE:		20,592	104,327	37%	284,100	414,100	
TRANSFERS INTO GENERAL FUND							
10-39-200	USE OF UNRESERVED FUND BALANCE	0	0	0%	0	0	
10-39-250	USE OF RESERVED FUNDS	0	0	0%	8,250	8,250	Post Emp Fund: JHG (trans 10/5/23)
10-39-400	TRANSFERS FROM CAP PROJ FUND	0	0	0%	0	0	
10-39-410	TRANSFERS FROM IMPACT FUND	0	0	0%	0	0	
10-39-420	TRANSFERS FROM SEWER FUND	0	0	0%	0	0	
10-39-430	TRANSFERS FROM WATER FUND	0	0	0%	0	0	
Total TRANSFERS INTO GENERAL FUND:		0	0	0%	8,250	8,250	
	GENERAL FUND Revenue Total:	**467,811**	**567,325**	20%	**2,884,040**	**3,014,165**	
	GENERAL FUND Transfer IN Total:	**0**	**0**	0%	**8,250**	**8,250**	
	CASH AVAILABLE FOR GENERAL FUND	**467,811**	**567,325**	20%	**2,892,290**	**3,022,415**	
GENERAL FUND EXPENSES							
LEGISLATIVE							
10-41-110	SALARIES - MAYOR AND COUNCIL	7,500	7,500	42%	18,000	18,000	
10-41-120	REMUNERATION	0	0	0%	0	0	

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10-41-130	EMPLOYEE BENEFITS	0	0	0%	100	100	
10-41-131	EMPLOYER TAXES	596	596	40%	1,500	1,500	
10-41-230	TRAVEL	0	0	0%	1,000	1,000	
10-41-280	TELECOM	0	0	0%	0	0	
10-41-330	EDUCATION AND TRAINING	485	495	12%	4,000	4,000	
10-41-620	MISCELLANEOUS	27	20	8%	250	250	
Total LEGISLATIVE:		8,608	8,611	35%	24,850	24,850	
COURT							
10-42-110	SALARIES AND WAGES	3,658	3,819	18%	20,722	20,722	Judge and 15% DTC
10-42-130	EMPLOYEE BENEFITS	0	0	0%	125	125	
10-42-131	EMPLOYER TAXES	291	304	17%	1,825	1,825	
10-42-230	TRAVEL	0	114	15%	750	750	updated
10-42-240	OFFICE SUPPLIES AND EXPENSE	0	0	0%	500	500	
10-42-280	TELEPHONE	0	0	0%	0	0	
10-42-310	PROFESSIONAL & TECHNICAL	0	0	0%	100	100	
10-42-330	EDUCATION & TRAINING	0	100	7%	1,500	1,500	2 conferences
10-42-480	INDIGENT DEFENSE SVCS	0	0	0%	2,400	2,400	
10-42-481	VICTIM REPARATION SURCHARGE	3,423	1,712	16%	11,000	11,000	
10-42-620	MISCELLANEOUS SERVICES	151	93	19%	500	500	
Total COURT:		7,522	6,143	16%	39,422	39,422	
ADMINISTRATIVE							
10-43-110	SALARIES AND WAGES	111,498	76,152	27%	277,469	277,469	Interim Manager, No ATA for first Q
10-43-111	PERFORMANCE BONUS	0	0	0%	4,600	4,600	
10-43-130	EMPLOYEE BENEFITS	-246	300	15%	2,000	2,000	
10-43-131	EMPLOYER TAXES	8,458	6,466	29%	22,198	22,198	
10-43-132	INSUR BENEFITS	21,150	9,973	13%	78,187	78,187	4% increase
10-43-133	URS CONTRIBUTIONS	19,104	13,725	20%	69,000	69,000	
10-43-140	TERMINATION BENEFITS	0	8,250	100%	8,250	8,250	JHG, special fund
10-43-210	BOOKS, SUBSCRIPT & MEMBERSHIPS	203	1,328	38%	3,500	3,500	
10-43-220	PUBLIC NOTICES	0	1,033	52%	2,000	2,000	TNT
10-43-230	TRAVEL	463	186	6%	3,000	3,000	
10-43-240	OFFICE SUPPLIES AND EXPENSE	973	1,901	48%	4,000	4,000	
10-43-245	IT SUPPLIES & MAINT	5,724	5,384	31%	17,600	20,000	caselle 4% in 2024, 2 new laptops
10-43-250	EQUIPMENT/SUPPLIES & MNTNCE	45	44	1%	4,800	4,800	
10-43-255	VEHICLE SUPPLIES & MAINTENANCE	0	0	0%	0	0	
10-43-260	BLDGS/GROUNDS-SUPPLIES/MNTNCE	16	0	0%	0	0	moved to building maintenance dept
10-43-265	VEHICLE LEASE PAYMENTS	0	0	0%	0	0	

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10-43-270	UTILITIES	0	0	0%	0	0	
10-43-280	TELEPHONE	1,780	1,332	29%	4,600	4,600	
10-43-310	PROFESSIONAL/TECHNICAL/SERVICE	2,811	1,237	12%	10,000	10,000	
10-43-315	PROF CONSULTANT SERVICES	0	22,750	57%	40,000	65,500	60k (JHG for 40 hr/mo thru June), $5500 retreat
10-43-320	PROF/TECH/SERVICES/ACCOUNTING	0	0	0%	10,000	10,000	
10-43-325	PROF SERVICES - LEGAL	15,794	7,328	12%	60,000	60,000	
10-43-330	EDUCATION & TRAINING	1,029	825	28%	3,000	3,000	
10-43-350	ELECTIONS	0	0	0%	2,500	2,500	
10-43-440	BANK CHARGES	784	1,233	35%	3,500	3,500	
10-43-500	INSURANCE DEDUCTIBLE EXPENSE	0	0	0%	0	0	
10-43-510	INSURANCE AND SURETY BONDS	4,335	4,299	84%	5,100	5,100	
10-43-515	WORKERS COMPENSATION INS	1,050	1,114	46%	2,400	2,400	
10-43-610	MISCELLANEOUS SUPPLIES	183	163	11%	1,500	1,500	
10-43-620	MISCELLANEOUS SERVICES	29,456	2,480	71%	3,500	3,500	
10-43-740	CAPITAL OUTLAY - EQUIPMENT	0	0	0%	0	0	
Total ADMINISTRATIVE:		224,610	167,503	26%	642,704	670,604	
MUNICIPAL BUILDINGS							
10-45-110	SALARIES AND WAGES	2,705	3,988	8%	48,706	48,706	exhance project execution
10-45-111	PERFORMANCE BONUS	0	0	0%	250	250	
10-45-130	EMPLOYEE BENEFITS	0	20	10%	200	200	
10-45-131	EMPLOYER TAXES	213	319	8%	3,896	3,896	
10-45-132	INSUR BENEFITS	0	0	0%	0	0	
10-45-133	URS CONTRIBUTIONS	114	0	0%	0	0	
10-45-255	VEHICLE SUPPLIES & MAINTENANCE	0	439	0%	0	1,000	
10-45-260	BLDGS/GROUNDS-SUPPLIES/MNTNCE	1,731	1,112	22%	5,000	5,000	
10-45-265	TOM MOORE BLDG/MNTNCE	0	0	0%	0	0	moved to cap ex for now
10-45-270	UTILITIES	1,313	1,459	32%	4,600	4,600	
10-45-510	INSURANCE AND SURETY BONDS	1,084	1,141	46%	2,500	2,500	
10-45-610	MISCELLANEOUS SUPPLIES	0	33	7%	500	500	
10-45-740	CAPITAL OUTLAY-EQUIPMENT	0	0	0%	0	0	
Total MUNICIPAL BUILDINGS:		7,160	8,511	13%	65,652	66,652	
NON-DEPARTMENTAL							
10-50-330	TOWN EVENTS	0	98	3%	3,500	3,500	Canyon clean up, costs increasing
10-50-340	CENTRAL WASATCH COMM / CWC	15,000	15,000	100%	15,000	15,000	
10-50-350	SLC COMM RENEWABLE ENERGY PROG	0	0	0%	400	400	our portion of customer mailer
10-50-610	MISCELLANEOUS SUPPLIES	0	0	0%	1,200	1,200	
10-50-620	AUDIT	0	0	0%	10,000	10,000	

Account Number	Account Title	2022-23 Prior year YTD Actual 11/30/2022	2023-24 Current year YTD Actual 6/30/2024	2023-24 Percent of Budget	2023-24 Approved Budget 6/30/2024	2023-24 Draft December Amendment 6/30/2024	2023-24 NOTES December Amendment 6/30/2024
10-50-640	MISC SERVICES	0	0	0%	1,000	1,000	
10-50-650	INSURANCE CLAIMS	0	0	0%	0	0	
10-50-910	SALES TAX RECEIVED	0	0	0%	0	0	
Total NON-DEPARTMENTAL:		15,000	15,098	49%	31,100	31,100	
TRANSPORTATION							
10-51-325	PROF & TECH SERVICES - LEGAL	949	163	3%	5,000	5,000	contract renewal parking
10-51-630	WFRC MATCHING GRANT FUNDS	0	0	0%	0	0	
10-51-631	TRAILHEAD PROJECTS	0	0	0%	0	0	
10-51-635	MEDIAN	0	0	0%	1,000	1,000	
10-51-636	EXPANDED UTA BUS SERVICE	0	0	0%	0	0	
10-51-637	FLAGSTAFF LOT IMPROVEMENTS	0	0	0%	0	0	
10-51-638	TRAFFIC MANAGEMENT	22	55	1%	5,000	5,000	new road signs,
10-51-640	MISCELLANEOUS	0	880	0%	0	0	michigan city road
10-51-645	ALTA RESORT SHUTTLE	0	0	0%	230,470	230,470	$82k Resort, $41k Night, $107k Town
10-51-700	PARKING PERMITS	774	0	0%	10,000	10,000	
10-51-810	METERING	0	0	0%	12,100	12,100	cost covered by ASL/SB in 10-36-810
Total TRANSPORTATION:		1,745	1,098	0%	263,570	263,570	
PLANNING AND ZONING							
10-53-120	COMMISSION REMUNERATION	0	0	0%	2,000	2,000	if meet every other month
10-53-220	PUBLIC NOTICES	0	0	0%	250	250	
10-53-230	TRAVEL	0	0	0%	1,000	1,000	
10-53-240	OFFICE SUPPLIES AND EXPENSE	0	0	0%	150	150	
10-53-310	PROFESSIONAL & TECHNICAL	0	0	0%	5,000	5,000	
10-53-315	PROF & TECH SERVICES - LAWSUIT	0	0	0%	0	0	
10-53-325	PROF & TECH SERVICES - LEGAL	1,650	2,846	28%	10,000	10,000	
10-53-330	EDUCATION AND TRAINING	0	0	0%	500	500	need to invest in members
10-53-510	INSURANCE & SURETY BONDS	3,565	3,534	93%	3,800	3,800	
10-53-610	MISCELLANEOUS SUPPLIES	0	0	0%	300	300	
10-53-620	MISCELLANEOUS SERVICES	63	0	0%	300	300	
Total PLANNING AND ZONING:		5,277	6,380	27%	23,300	23,300	
POLICE DEPARTMENT							
10-54-110	SALARIES AND WAGES	242,451	221,932	29%	768,147	768,147	
10-54-111	PERFORMANCE BONUS	0	0	0%	11,970	11,970	
10-54-130	EMPLOYEE BENEFITS	2,404	293	2%	15,000	15,000	
10-54-131	EMPLOYER TAXES	18,826	17,008	28%	61,450	61,450	
10-54-132	INSUR BENEFITS	48,955	50,083	32%	158,000	158,000	

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10-54-133	URS CONTRIBUTIONS	34,581	36,113	28%	128,200	128,200	
10-54-140	TERMINATION BENEFITS	0	0	0%	0	0	
10-54-210	BOOKS/SUBSCRIP/MEMBERSHIPS	200	200	2%	12,500	12,500	taser membership, Lexipol, Axon
10-54-230	TRAVEL	623	90	9%	1,000	1,000	
10-54-240	OFFICE SUPPLIES AND EXPENSE	218	36	2%	1,500	1,500	
10-54-245	IT SUPPLIES AND MAINT	5,203	4,748	35%	13,500	13,500	new desktop
10-54-250	EQUIP/SUPPLIES & MNTNCE	2,250	0	0%	2,500	2,500	
10-54-255	VEHICLE SUPPLIES & MAINTENANCE	11,647	15,538	62%	25,000	25,000	Stalker VMS wireless signal
10-54-260	BLDGS/GROUNDS-SUPPLIES/MNTNCE	5,504	4,874	8%	59,500	59,500	ring doorbell system $5k window replacemnt
10-54-265	VEHICLE LEASE PAYMENTS	0	0	0%	0	0	
10-54-270	UTILITIES	1,988	1,765	22%	8,000	8,000	
10-54-280	TELEPHONE	2,185	5,487	69%	8,000	8,000	telephone and recorder
10-54-310	PROFESS/TECHNICAL SERVICES	0	0	0%	2,000	2,000	
10-54-325	PROF & TECH SERVICES - LEGAL	1,869	1,883	19%	10,000	10,000	
10-54-330	EDUCATION AND TRAINING	2,764	4,326	43%	10,000	11,500	police 1, armour school, eforce, sexual assault investi
10-54-470	UNIFORMS	900	1,345	30%	4,500	4,500	
10-54-480	SPECIAL DEPARTMENT SUPPLIES	18	1,446	12%	12,000	12,000	optics conversion 3k, body armour, hand gun purcha
10-54-500	INSURANCE DEDUCTIBLE EXPENSE	0	0	0%	500	500	
10-54-510	INSURANCE AND SURETY BONDS	12,136	12,147	97%	12,500	12,500	
10-54-515	WORKERS COMPENSATION INS	2,104	2,228	45%	5,000	5,000	
10-54-610	MISCELLANEOUS SUPPLIES	103	245	10%	2,500	47,500	$45k radios (Net $0 to Town)
10-54-620	MISCELLANEOUS SERVICES	1,692	742	8%	9,500	9,500	includes weather forecasting
10-54-740	CAPITAL OUTLAY - EQUIPMENT	7,127	0	0%	0	0	
10-54-810	METERING	0	0	0%	12,000	12,000	assuming continue next year
10-54-820	4x4 ENFORCEMENT	0	0	0%	0	0	
Total POLICE DEPARTMENT:		405,749	382,531	28%	1,354,767	1,401,267	
ECONOMIC DEVELOPMENT							
10-55-230	TRAVEL	0	0	0%	0	0	
10-55-310	ACVB CONTRIBUTION	0	0	0%	0	0	consider placemaking budget?
10-55-480	ACVB Matching Grant Funds	0	0	0%	0	0	
Total ECONOMIC DEVELOPMENT:		0	0	0%	0	0	
POST OFFICE							
10-56-110	SALARIES AND WAGES	10,943	9,136	31%	29,249	29,249	
10-56-111	PERFORMANCE BONUS	0	0	0%	700	700	
10-56-130	EMPLOYEE BENEFITS	100	40	13%	300	300	
10-56-131	EMPLOYER TAXES	870	726	31%	2,340	2,340	
10-56-210	BOOKS/SUBSCRIP/MEMBERSHIPS	0	0	0%	0	0	

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		11/30/2022	6/30/2024		6/30/2024	6/30/2024	6/30/2024
10-56-230	TRAVEL	0	0	0%	100	100	
10-56-240	OFFICE SUPPLIES & EXPENSE	173	138	34%	400	400	
10-56-245	IT SUPPLIES AND MAINT	0	18	4%	500	500	
10-56-250	EQUIP/SUPPLIES AND MNTNCE	444	222	22%	1,000	1,000	
10-56-260	BLDGS/GOUNDS-SUPPLIES/MNTNCE	1,422	28	1%	2,500	2,500	roof patch, shelving improvements
10-56-270	UTILITIES	443	292	10%	3,000	3,000	
10-56-280	TELEPHONE	712	545	29%	1,900	1,900	
10-56-440	BANK CHARGES - Alta CPO Acct	0	0	0%	0	0	
10-56-480	SPECIAL DEPARTMENT SUPPLIES	0	0	0%	100	100	
10-56-510	INSURANCE & SURETY BONDS	594	612	101%	606	612	
10-56-515	WORKERS COMPENSATION INS	194	206	49%	425	425	
10-56-620	MISCELLANEOUS SERVICES	6	0	0%	200	200	
10-56-630	OVERAGE & SHORT	0	0	0%	0	0	
10-56-635	POST OFFICE INVENTORY	-640	726	0%	0	1,000	
10-56-740	CAPITAL OUTLAY - EQUIPMENT	0	0	0%	0	0	
Total POST OFFICE:		15,260	12,690	29%	43,320	44,326	
FIRE PROTECTION							
10-57-310	PROFESS/TECHNICAL SERVICES	0	0	0%	0	0	
Total FIRE PROTECTION:		0	0	0%	0	0	
BUILDING INSPECTION							
10-58-110	SALARIES AND WAGES	0	0	0%	0	0	
10-58-120	PLAN CHECKS	760	596	17%	3,500	3,500	
10-58-130	EMPLOYEE BENEFITS	0	0	0%	0	0	
10-58-210	BOOKS, SUBSCRIPTIONS & MEMBERS	0	0	0%	0	0	
10-58-230	TRAVEL	0	0	0%	0	0	
10-58-280	TELEPHONE	0	0	0%	0	0	
10-58-310	PROFESS/TECHNICAL INSPECTIONS	4,683	4,784	48%	10,000	10,000	
10-58-325	PROF SERVICES - LEGAL	120	0	0%	600	600	
10-58-330	EDUCATION AND TRAINING	0	0	0%	0	0	
10-58-480	SPECIAL DEPARTMENT SUPPLIES	0	0	0%	0	0	
10-58-481	BUILDING PERMIT - SURCHARGES	460	0	0%	500	500	
10-58-510	INSURANCE & SURETY BONDS	631	757	80%	950	950	
Total BUILDING INSPECTION:		6,653	6,138	39%	15,550	15,550	
STREETS - C ROADS							
10-60-110	SALARIES AND WAGES	0	0	0%	0	0	
10-60-130	EMPLOYEE BENEFITS	0	0	0%	0	0	

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10-60-250	EQUIP/SUPPLIES/MNTNCE	0	0	0%	0	0	
10-60-260	BLDGS/GROUNDS-SUPPLIES/MNTNCE	0	0	0%	8,000	8,000	
10-60-265	FLAGSTAFF LOT PAVING	0	0	0%	0	0	
10-60-310	PROFESS/TECHNICAL SERVICES	0	12,526	52%	24,000	24,000	dust control couldn't happen in FY23
10-60-480	SPECIAL DEPARTMENT SUPPLIES	0	0	0%	0	0	
Total STREETS - C ROADS:		0	12,526	39%	32,000	32,000	
RECYCLING							
10-62-210	BOOKS/SUBSCRIP/MEMBERSHIPS	0	0	0%	0	0	
10-62-230	TRAVEL	0	0	0%	0	0	
10-62-250	EQUIP/SUPPLIES/MNTNCE	0	0	0%	0	0	
10-62-260	BLDGS/GROUNDS-SUPPLIES/MNTNCE	200	20	1%	1,500	1,500	
10-62-310	CONTRACT SERVICES cardboard	6,220	7,141	32%	22,500	28,500	12% unforcasted rate increase + 3.6K for 2 more ASL
10-62-315	CONTRACT SERVICES GLASS ONLY	0	0	0%	0	0	
10-62-480	SPECIAL DEPARTMENT SUPPLIES	0	0	0%	0	0	
10-62-610	MISCELLANEOUS SUPPLIES	0	0	0%	300	300	
Total RECYCLING:		6,420	7,161	29%	24,300	30,300	
HOMELAND SECURITY GRANT							
10-65-110	SALARIES AND WAGES	0	0	0%	0	0	
10-65-130	EMPLOYEE BENEFITS	0	0	0%	0	0	
10-65-210	BOOKS, SUBSCRIPT & MEMBERSHIPS	0	0	0%	0	0	
10-65-250	EQUIP/SUPPLIES/MNTNCE	0	0	0%	0	0	
10-65-255	VEHICLE SUPPLIES & MAINTENANCE	0	0	0%	0	0	
10-65-260	BLDGS/GROUNDS-SUPPLIES/MNTNCE	0	0	0%	0	0	
10-65-310	PROFESSIONAL & TECHNICAL	0	0	0%	0	0	
10-65-330	EDUCATION AND TRAINING	0	0	0%	0	0	
10-65-480	SPECIAL DEPARTMENT SUPPLIES	0	0	0%	0	0	
10-65-740	CAPITAL OUTLAY - EQUIPMENT	0	0	0%	0	0	
Total HOMELAND SECURITY GRANT:		0	0	0%	0	0	
GIS							
10-66-110	SALARIES AND WAGES	0	0	0%	0	0	exp moved below, hire consutants
10-66-111	PERFORMANCE BONUS	0	0	0%	0	0	
10-66-130	EMPLOYEE BENEFITS	0	0	0%	0	0	
10-66-131	EMPLOYER TAXES	0	0	0%	0	0	
10-66-240	OFFICE SUPPLIES AND EXPENSE	0	0	0%	500	500	
10-66-250	EQUIPMENT/SUPPLIES & MNTNCE	0	0	0%	0	0	
10-66-310	PROFESS/TECHNICAL SERVICES	0	0	0%	2,000	2,000	hire consultants for work

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10-66-330	EDUCATION AND TRAINING	0	0	0%	0	0	
10-66-480	SPECIAL DEPARTMENT SUPPLIES	0	0	0%	0	0	
10-66-740	CAPITAL OUTLAY - EQUIPMENT	0	0	0%	0	0	
Total GIS:		0	0	0%	2,500	2,500	
SUMMER PROGRAM							
10-70-110	SALARIES AND WAGES	743	1,842	37%	4,965	4,965	4% increase
10-70-111	PERFORMANCE BONUS	0	0	0%	150	150	
10-70-130	EMPLOYEE BENEFITS	40	0	0%	70	70	
10-70-131	EMPLOYER TAXES	59	216	54%	400	400	
10-70-250	EQUIP-SUPPLIES/MNTNCE	2,909	2,399	40%	6,000	6,000	
10-70-255	VEHICLE SUPPLIES & MAINTENANCE	498	439	44%	1,000	1,000	
10-70-260	BLDGS/GROUNDS-STORAGE UNIT	0	3,996	80%	5,000	5,000	30% increase for storage unit
10-70-265	VEHICLE LEASE PAYMENTS	0	0	0%	0	0	
10-70-310	PROFESSIONAL & TECHNICAL	0	0	0%	0	0	
10-70-320	USFS RANGER	0	0	0%	12,000	12,000	TOA contributes $4k net, other $8k from FOA/SLC
10-70-470	TRAILS	0	0	0%	0	0	
10-70-480	SPECIAL DEPARTMENT SUPPLIES	0	0	0%	100	100	
10-70-510	INSURANCE AND SURETY BONDS	395	398	99%	400	400	
10-70-515	WORKERS COMPENSATION INS	0	0	0%	400	400	
10-70-740	CAPITAL OUTLAY - EQUIPMENT	0	0	0%	0	0	
Total SUMMER PROGRAM:		4,643	9,290	30%	30,485	30,485	
IMPACT FEE							
10-72-110	SALARIES AND WAGES	0	0	0%	0	0	
10-72-130	EMPLOYEE BENEFITS	0	0	0%	0	0	
10-72-250	EQUIP-SUPPLIES/MNTNCE	0	0	0%	0	0	
10-72-280	TELEPHONE	0	0	0%	0	0	
10-72-310	PROFESS/TECHNICAL SERVICES	0	0	0%	0	0	
10-72-325	PROF & TECH SERVICES - LEGAL	0	0	0%	0	0	
10-72-480	SPECIAL DEPARTMENT SUPPLIES	0	0	0%	0	0	
10-72-620	MISCELLANEOUS SERVICES	0	0	0%	0	0	
10-72-740	CAPITAL OUTLAY - EQUIPMENT	0	0	0%	0	0	
Total IMPACT:		0	0	0%	0	0	
LIBRARY - COMMUNITY CENTER							
10-75-110	SALARIES AND WAGES	0	0	0%	0	0	covered in BM
10-75-130	EMPLOYEE BENEFITS	0	0	0%	0	0	
10-75-250	EQUIP-SUPPLIES/MNTNCE	0	0	0%	500	500	

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		11/30/2022	6/30/2024		6/30/2024	6/30/2024	6/30/2024
10-75-260	BLDGS/GROUNDS-SUPPLIES/MNTNCE	352	151	2%	7,000	10,000	updating reading room space
10-75-270	UTILITIES	632	509	14%	3,600	3,600	
10-75-280	TELEPHONE	0	0	0%	0	0	
10-75-480	SPECIAL DEPARTMENT SUPPLIES	0	0	0%	0	0	
10-75-510	INSURANCE & SURETY BONDS	1,427	1,369	91%	1,500	1,500	
10-75-620	MISCELLANEOUS SERVICES	0	0	0%	100	100	
10-75-740	CAPITAL OUTLAY - EQUIPMENT	0	0	0%	0	0	
Total LIBRARY - COMMUNITY CENTER:		2,411	2,029	16%	12,700	15,700	
COMMUNITY DEVELOPMENT							
10-78-110	SALARIES AND WAGES	0	0	0%	0	0	
10-78-130	EMPLOYEE BENEFITS	0	0	0%	0	0	
10-78-250	EQUIP-SUPPLIES/MNTNCE	0	0	0%	0	0	
10-78-260	BLDGS/GROUNDS-SUPPLIES/MNTNCE	0	0	0%	0	0	Placemaking?
10-78-310	PROGESS/TECHNICAL SERVICES	0	0	0%	0	0	
10-78-620	MISCELLANEOUS SERVICES	0	0	0%	0	0	
10-78-740	CAPITAL OUTLAY - EQUIPMENT	0	0	0%	0	0	
Total COMMUNITY DEVELOPMENT:		0	0	0%	0	0	
TRANSFERS OUT OF GENERAL FUND							
10-90-510	TRANSFER TO WATER FUND	0	0	0%	0	0	
10-90-520	TRANSFER TO SEWER FUND	0	0	0%	0	0	
10-90-530	TRANSFER TO DEBT SERVICE	0	0	0%	0	0	
10-90-540	TRANS TO GENERAL FUND RESERVE	0	0	0%	0		
10-90-550	TRANS TO CAPITAL PROJECT FUND	0	0	0%	271,070	315,789	$44k increase
10-90-560	TRANS TO POST EMPLOYMENT FUND	0	0	0%	15,000	15,000	done 9/25/23
Total TRANSFERS OUT OF GENERAL FUND:		0	0	0%	286,070	330,789	
	GENERAL FUND Expenditure Total:	**711,058**	**645,708**	25%	**2,606,220**	**2,691,626**	
	GENERAL FUND TRANSFER OUT Total:	**0**	**0**	0%	**286,070**	**330,789**	
	GENERAL FUND BUDGET	**711,058**	**645,708**	22%	**2,892,290**	**3,022,415**	
GENERAL FUND SUMMARY							
GENERAL FUND Revenue & Transfer IN Total:		**467,811**	**567,325**	20%	**2,892,290**	**3,022,415**	
GENERAL FUND Expenditure & Transfer OUT Total:		**711,058**	**645,708**	22%	**2,892,290**	**3,022,415**	
Net Total GENERAL FUND:		**-243,247**	**-78,383**	0%	**0**	**0**	**Must equal zero**

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CAPITAL PROJECT FUND REVENUE							
INTERGOVERNMENTAL REVENUE							
45-33-400	STATE GRANT	0	0	0%	0	0	
Total INTERGOVERNMENTAL REVENUE:		0	0	0%	0	0	
MISCELLANEOUS REVENUE							
45-36-100	INTEREST	2,805	14,768	148%	10,000	40,000	recalculated
Total MISCELLANEOUS REVENUE:		2,805	14,768	148%	10,000	40,000	
TRANSFERS INTO CAPITAL PROJECT FUND							
45-39-100	TRANSFER FROM GENERAL FUND	0	0	0%	271,070	315,789	$44k increase
45-39-250	USE OF RESERVED FUNDS	0	0	0%	104,000	104,000	
Total TRANSFERS INTO CAPITAL PROJECT FUND:		0	0	0%	375,070	419,789	
CAPITAL PROJECT FUND EXPENSE							
MUNICIPAL BUILDINGS							
45-45-740	TOWN OFFICE	6,332	0	0%	0	0	
45-45-750	LIBRARY - COMMUNITY CENTER	9,032	0	0%	10,000	10,000	tom moore toilet feasibility study
Total EXPENDITURE:		15,364	0	0%	10,000	10,000	
POLICE DEPT							
45-54-741	BUILDINGS	0	7,642	23%	33,000	33,000	security cameras 20, inventory closet 13
45-54-742	VEHICLES	0	50,607	83%	61,000	61,000	truck 50, ATV 11
45-54-743	EQUIPMENT	0	32,135	28%	115,000	115,000	gen 60, consol 15, radio 30, livscn 10
Total EXPENDITURE:		0	90,384	43%	209,000	209,000	
OTHER EXPENDITURES							
45-70-740	SUMMER PROGRAM	0	0	0%	5,000	5,000	playground improv
Total EXPENDITURE:		0	0	0%	5,000	5,000	
TRANSFERS OUT OF CAPITAL PROJECTS FUND							
45-90-200	CONTRIB TO FUND BALANCE	0	0	0%	161,070	235,789	$75k increase
45-90-540	TRANS TO GENERAL FUND RESERVE	0	0	0%	0	0	
Total TRANSFERS OUT OF CAPITAL PROJECTS FUND:		0	0	0%	161,070	235,789	
CAPITAL PROJECT FUND Revenue & Transfer Total:		**2,805**	**14,768**	4%	**385,070**	**459,789**	
CAPITAL PROJECT FUND Expenditure Total:		**15,364**	**90,384**	23%	**385,070**	**459,789**	
Net Total CAPITAL PROJECT FUND:		**-12,558**	**-75,616**	0%	**0**	**0**	**Must equal zero**

Account Number	Account Title	2022-23 Prior year YTD Actual 11/30/2022	2023-24 Current year YTD Actual 6/30/2024	2023-24 Percent of Budget	2023-24 Approved Budget 6/30/2024	2023-24 Draft December Amendment 6/30/2024	2023-24 NOTES December Amendment 6/30/2024
WATER FUND REVENUE							
CHARGES FOR SERVICES							
51-34-100	WATER SALES	120,736	131,319	46%	286,066	286,066	~ 16% increase
51-34-101	WATER SALES - OVERAGE	10,234	11,903	99%	12,076	12,076	
51-34-102	WATER SALES - OTHER	0	0	0%	10,000	10,000	
51-34-200	CONNECTION FEES	0	0	0%	0	0	
	Total CHARGES FOR SERVICES:	130,970	143,222	46%	308,142	308,142	
MISCELLANEOUS REVENUE							
51-36-100	INTEREST EARNINGS	3,122	11,931	119%	10,000	20,000	recalculated
51-36-200	BOND PROCEEDS	0	0	0%	0	0	
51-36-300	OTHER FINANCING SOURCES	0	0	0%	0	0	
51-36-800	DONATIONS	0	0	0%	0	0	
51-36-810	IMPACT FEES	0	0	0%	0	0	
51-36-820	AMERICAN RECOVERY ACT	0	0	0%	0	0	
51-36-900	MISCELLANEOUS	0	0	0%	0	0	
	Total MISCELLANEOUS REVENUE:	3,122	11,931	119%	10,000	20,000	
TRANSFERS INTO WATER FUND							
51-39-100	CONTRIBUTIONS - GENERAL FUND	0	0	0%	0	0	
51-39-200	USE 0F WATER RESERVE/PTIF BAL	0	0	0%	502,997	535,997	
	Total TRANSFERS INTO WATER FUND:	0	0	0%	502,997	535,997	
WATER FUND EXPENDITURES							
51-40-110	SALARIES AND WAGES	986	0	0%	4,805	10,000	4% TC, 3% DTC, 5% TM
51-40-111	PERFORMANCE BONUS	0	0	0%	0	0	
51-40-130	EMPLOYEE BENEFITS	0	0	0%	60	60	
51-40-131	EMPLOYER TAXES	78	0	0%	385	385	
51-40-132	INSUR BENEFITS	0	0	0%	710	1,210	
51-40-133	URS CONTRIBUTIONS	0	0	0%	890	890	
51-40-210	BOOKS/SUBSCRIP/MEMBERSHIPS	254	0	0%	700	700	
51-40-230	TRAVEL	0	0	0%	0	0	
51-40-240	OFFICE SUPPLIES AND EXPENSE	0	0	0%	0	0	
51-40-245	IT/ACCTG SOFTWARE SUPPORT	458	600	15%	4,000	4,000	
51-40-250	EQUIP-SUPPLIES/MNTNCE	57	224	4%	6,000	6,000	
51-40-255	VEHCILES-SUPPLIES/MNTNCE	0	0	0%	0	0	
51-40-260	BLDGS/GROUNDS-SUPPLIES/MNTNCE	1,394	706	24%	3,000	3,000	generator maint plan $932,
51-40-265	VEHICLE LEASE PAYMENTS	0	0	0%	0	0	

Account Number	Account Title	2022-23 Prior year YTD Actual 11/30/2022	2023-24 Current year YTD Actual 6/30/2024	2023-24 Percent of Budget	2023-24 Approved Budget 6/30/2024	2023-24 Draft December Amendment 6/30/2024	2023-24 NOTES December Amendment 6/30/2024
51-40-270	UTILITIES	5,151	3,192	19%	17,000	17,000	
51-40-280	TELEPHONE	1,049	860	36%	2,400	2,400	
51-40-305	WATER COSTS	2,551	2,061	27%	7,500	7,500	
51-40-310	PROFESS/TECHNICAL SERVICES	14,690	13,050	20%	65,450	65,450	$45,450 SA3($3k/mo base), $20K JHG
51-40-315	OTHER SERVICES/WATER PROJECTS	0	0	0%	0	0	
51-40-320	ENGINEERING/WATER PROJECTS	10,344	250	2%	15,000	31,000	source water protection plan, system study
51-40-325	PROF & TECH SERVICES - LEGAL	2,218	0	0%	3,000	3,000	
51-40-330	EDUCATION AND TRAINING	0	0	0%	650	650	
51-40-475	SUPPLIES/WATER PROJECTS	0	0	0%	0	0	
51-40-480	SPECIAL DEPARTMENT SUPPLIES	0	0	0%	503	503	
51-40-490	WATER TESTS	5,021	2,150	18%	12,000	12,000	
51-40-495	WATER TREATMENT SUPPLIES	349	0	0%	22,192	41,000	$38k media, plus disposal
51-40-510	INSURANCE AND SURETY BONDS	4,970	1,427	27%	5,250	5,250	
51-40-515	WORKERS COMPENSATION INS	357	3,906	0%	0	0	
51-40-610	MISCELLANEOUS SUPPLIES	226	0	0%	500	500	
51-40-620	MISCELLANEOUS SERVICES	23,292	0	0%	4,200	4,200	
51-40-630	BAD DEBT EXPENSE	0	0	0%	0	0	
51-40-650	DEPRECIATION	0	0	0%	58,000	58,000	
51-40-740	CAPITAL OUTLAY	52,664	422,636	84%	502,997	535,997	$83k meters, $20k BC gas line, $351k peruvian est, $50k Shrontz Est, $32k GG line =$ 536k
51-40-810	DEBT SERVICE - PRINCIPAL	0	0	0%	0	0	
51-40-820	DEBT SERVICE - INTEREST	0	0	0%	0	0	
51-40-830	INFRASTRUCTURE REPLACEMENT	409	0	0%	83,947	53,444	reduced due to media, studies
51-40-999	LOSS ON DISPOSAL OF CAP ASSETS	0	0	0%	0	0	
Total EXPENDITURES:		126,519	451,061	55%	821,139	864,139	
WATER FUND Revenue & Transfer Total:		**134,092**	**155,153**	19%	**821,139**	**864,139**	
WATER FUND Expenditure Total:		**126,519**	**451,061**	55%	**821,139**	**864,139**	
Net Total WATER FUND:		**7,573**	**-295,908**	0%	**0**	**0**	**Must equal zero**

Account Number	Account Title	2022-23 Prior year YTD Actual	2023-24 Current year YTD Actual	2023-24 Percent of Budget	2023-24 Approved Budget	2023-24 Draft December Amendment	2023-24 NOTES December Amendment
		11/30/2022	6/30/2024		6/30/2024	6/30/2024	6/30/2024
SEWER FUND REVENUE							
CHARGES FOR SERVICES							
52-34-100	SEWER SERVICES	67,329	78,511	42%	185,000	185,000	
52-34-200	CONNECTION FEES	0	0	0%	0	0	
Total CHARGES FOR SERVICES:		67,329	78,511	42%	185,000	185,000	
MISCELLANEOUS REVENUE							
52-36-100	INTEREST EARNINGS	4,211	7,443	62%	12,000	20,000	recalculated
52-36-300	OTHER FINANCING SOURCES	0	0	0%	0	0	
52-36-900	MISCELLANEOUS	0	0	0%	0	0	
Total MISCELLANEOUS REVENUE:		4,211	7,443	62%	12,000	20,000	
TRANSFERS INTO SEWER FUND							
52-39-100	CONTRIBUTIONS - GENERAL FUND	0	0	0%	0	0	
52-39-200	USE OF SEWER RESERVE/PTIF	0	0	0%	0	8,492	note use of reserves
Total TRANSFERS INTO SEWER FUND:		0	0	0%	0	8,492	

Account Number	Account Title	2022-23 Prior year YTD Actual	2023-24 Current year YTD Actual	2023-24 Percent of Budget	2023-24 Approved Budget	2023-24 Draft December Amendment	2023-24 NOTES December Amendment
		11/30/2022	6/30/2024		6/30/2024	6/30/2024	6/30/2024
SEWER FUND EXPENDITURES							
52-40-110	SALARIES AND WAGES	1,284	0	0%	6,622	11,572	
52-40-111	PERFORMANCE BONUS	0	0	0%	100	100	
52-40-130	EMPLOYEE BENEFITS	50	0	0%	120	120	
52-40-131	EMPLOYER TAXES	102	0	0%	530	530	
52-40-132	INSUR BENEFITS	0	0	0%	500	1,010	
52-40-133	URS CONTRIBUTIONS	0	0	0%	590	590	
52-40-240	OFFICE SUPPLIES AND EXPENSE	0	0	0%	100	100	
52-40-245	IT/ACCTG SOFTWARE SUPPORT	458	600	14%	4,300	4,300	
52-40-250	EQUIP-SUPPLIES/MNTNCE	0	0	0%	215	215	
52-40-265	VEHICLE LEASE PAYMENTS	0	0	0%	0	0	
52-40-305	DISPOSAL COSTS	17,072	29,776	22%	135,000	135,000	
52-40-310	PROFESS/TECHNICAL SERVICES	0	0	0%	8,968	30,000	$4500 sewer operator, $25.5k sewer study
52-40-325	PROF & TECH SERVICES - LEGAL	0	0	0%	1,000	1,000	
52-40-480	SPECIAL DEPARTMENT SUPPLIES	0	0	0%	0	0	
52-40-510	INSURANCE AND SURETY BONDS	3,282	3,282	82%	4,000	4,000	
52-40-515	WORKERS COMPENSATION INS	194	206	52%	400	400	
52-40-610	MISCELLANEOUS SUPPLIES	0	0	0%	300	300	
52-40-620	MISCELLANEOUS SERVICES	-10,421	0	0%	2,150	2,150	
52-40-630	BAD DEBT EXPENSE	0	0	0%	0	0	
52-40-650	DEPRECIATION	0	0	0%	22,105	22,105	
52-40-740	CAPITAL OUTLAY	0	0	0%	0	0	
52-40-810	DEBT SERVICE - PRINCIPAL	0	0	0%	0	0	
52-40-820	DEBT SERVICE - INTEREST	0	0	0%	0	0	
52-40-830	INFRASTRUCTURE REPLACEMENT	0	0	0%	10,000	0	
52-40-910	TRANSFERS TO OTHER FUNDS	0	0	0%	0	0	
52-40-999	LOSS ON DISPOSAL OF CAP ASSETS	0	0	0%	0	0	
Total EXPENDITURES:		12,021	33,864	17%	197,000	213,492	
SEWER FUND Revenue & Transfers Total:		**71,541**	**85,955**	44%	**197,000**	**213,492**	
SEWER FUND Expenditure Total:		**12,021**	**33,864**	17%	**197,000**	**213,492**	
Net Total SEWER FUND:		**59,519**	**52,091**	0%	**0**	**0**	**Must equal zero**
NET "GRAND" TOTAL - ALL 4 FUNDS BUDGET MUST = Zero		**-188,713**	**-397,817**	0%	**0**	**0**	**Must Equal Zero**

Combined Project Budget Summary by Fund

PROJECT BUDGET TOTALS: Refer to each fund's plan for more detail

FUND NAME	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	Future / Unknown date
General Fund Projects	0	26,470	-	-	-	-	-	-	-	-	30,000
Capital Projects Fund Plan	24707	224,000	-	-	-	-	-	-	-	-	3,202,000
Water	78728	502,997	60,000	-	-	-	-	-	-	-	-
Sewer	0	-		-	-	-	-	-	-	-	-
Total Spend	**103,435**	**753,467**	**60,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**3,232,000**

ACCOUNT BALANCES AT THE START OF EACH FISCAL YEAR

GENERAL FUND	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
PTIF - General Fund	1,878,968	2,661,446								
PTIF - C Road Funds (restricted)	53,342	69,389								
PTIF - Post-Employment (restricted)	129,383	97,864								
PTIF - Beer Fund (restricted)	23,033	25,536								
PTIF - Impact Fee (restricted)	23,341	24,237								
KeyBank		282,216								
Keybank PO		2,009								
Total	2,108,067	3,162,697	-	-	-	-	-	-	-	-
CAPITAL PROJECTS FUND										
Capital Projects Fund (restricted)	586,850	644,556								
WATER FUND										
PTIF Water (restricted)	605,528	694,693								
SEWER FUND										
PTIF Sewer (restricted)	575,636	580,789								

11/21/2023

General Fund Projects

Total Fund Balance	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	Future / Unknown date
General Fund: As of July 1 (start) of the fiscal year	2,108,067	3,162,697	-	-	-	-	-	-	-	-	

GL Code	Project Name	FY 2023 YTD	FY 2023 Budget	FY 2024 YTD	FY 2024 Budget	FY 2025 Budget	FY 2026 Budget	FY 2027 Budget	FY 2028 Budget	FY 2029 Budget	FY 2030 Budget	FY 2031 Budget	FY 2032 Budget	Future / Unknown date
10-51-645	Town Shuttle* (net Town of Alta funds)				26,470									
10-43-310	New TOA Website													20,000
10-54-260	Alta Central 10 New Windows													10,000
	Total Project Spend	**-**	**-**	**-**	**26,470**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**30,000**

Capital Projects Fund Plan

Fund Balance: October 31, 2023

$ 1,242,528.28

Total Fund Balance	**FY 2024**	**FY 2025**	**FY 2026**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**FY 2032**	**Future / Unknown date**
Capital Projects Fund PTIF: As of July 1 (start) of the fiscal year	644,556	-	-	-	-	-	-	-	-	-

GL Code	**Project Name**	**FY 2023 YTD**	**FY 2023 Budget**	**FY 2024 YTD**	**FY 2024 Budget**	**FY 2025 Budget**	**FY 2026 Budget**	**FY 2027 Budget**	**FY 2028 Budget**	**FY 2029 Budget**	**FY 2030 Budget**	**FY 2031 Budget**	**FY 2032 Budget**	**Future / Unknown date**
45-45-750	Tom Moore Historic Structrure Feasibility				10,000									
45-45-740	Town Office Window Replacement	6,332	6,332											
45-54-741	Marshals Office Security Cameras				13,000									
45-54-741	Marshals Office Inventory Management Closet @ Firehouse			7,642	20,000									
45-54-742	New AMO ATV			11,849	11,000									
45-54-742	New AMO Truck			38,758	50,000									
45-54-743	Automated External Defibrilators (AEDs)	3,808	3,808											
45-54-743	Livescan				10,000									
45-54-743	Alta Central Dispatch Console Upgrade				15,000									
45-54-743	Marshals Office Phase 2 Radio upgrade				30,000									
45-54-743	Alta Central Generator			32,135	60,000									
45-70-740	Town Park Playground Improvements				5,000									
45-45-750	Future Community Center Phase 2													3,000,000
45-45-740	Town Office Concrete Steps to Lower Door													2,000
45-45-750	Community Center A/V System	3,149	4,000											
45-45-750	Firehouse Garage Heater Ventilation	5,567	5,567											
45-45-750	Community Center Roof Access (Ladder)	6,795	5,000											
45-45-750	Community Center Feasibility Study													75,000
45-45-750	Re-roof the post office													20,000
45-45-750	Tom Moore Historic Structure Stabilization*													25,000
45-54-743	Alta Central Dispatch Radio System Upgrade Centracom Phase 2													30,000
45-70-740	Trailhead-Style Public Restroom 24/7*													50,000
	Unassigned: Fund Balance - Nudgetted Projects													-
	Total Projects	**25,651**	**24,707**	**90,384**	**224,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**3,202,000**

Budgeted Total 2024 - Future **3,426,000**

* Projects or programs toward which the Town collects revenue from other sources. Amounts indicated are net Town of Alta expenses

Water Fund Projects

Fund Balance: October 31, 2023

$ 541,937.00

Total Fund Balance	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	Future / Unknown date
Water Fund PTIF: As of July 1 (start) of the fiscal year	605,528	694,693	-	-	-	-	-	-	-	-	-

GL Code	Project Name	FY 2023 YTD	FY 2023 Budget	FY 2024 YTD	FY 2024 Budget	FY 2025 Budget	FY 2026 Budget	FY 2027 Budget	FY 2028 Budget	FY 2029 Budget	FY 2030 Budget	FY 2031 Budget	FY 2032 Budget	Future / Unknown date
51-40-740	Grizzly Gulch Water Line Completion			92,388	32,000									
51-40-740	Peruvian West Water Line Replacements	13,487	12,003	280,207	337,997									
51-40-740	Shrontz Estate - water line payment			50,000	50,000									
51-40-740	Remote Water Meter Reading	17,146	22,000	42	83,000	60,000								
51-40-740	Waterline/Hydrant Lowering GMD/Buckhorn	44,725	44,725											
51-40-740	BOR Grant - Natural Gas Conversion	140												
51-40-320	Source Water Protection Plan				6,000									
51-40-320	Water System Study Update				25,000									
	Total Projects	**75,497**	**78,728**	**422,637**	**533,997**	**60,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

** Items in red are new.*

Sewer Fund Projects

Fund Balance: October 1, 2023

$ 550,274.08

Total Fund Balance		FY 2023		FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	Future / Unknown date
Sewer Fund PTIF: As of July 1 (start) of the fiscal year		575,636		580,789	-	-	-	-	-	-	-	-	-

GL Code	Project Name	FY 2023 YTD	FY 2023 Budget	FY 2024 YTD	FY 2024 Budget	FY 2025 Budget	FY 2026 Budget	FY 2027 Budget	FY 2028 Budget	FY 2029 Budget	FY 2030 Budget	FY 2031 Budget	FY 2032 Budget	Future / Unknown date
52-40-310	Sewer Study				25,500									
	Total Projects	-	-	-	**25,500**	-	-	-	-	-	-	-	-	-

** Items in red are new.*

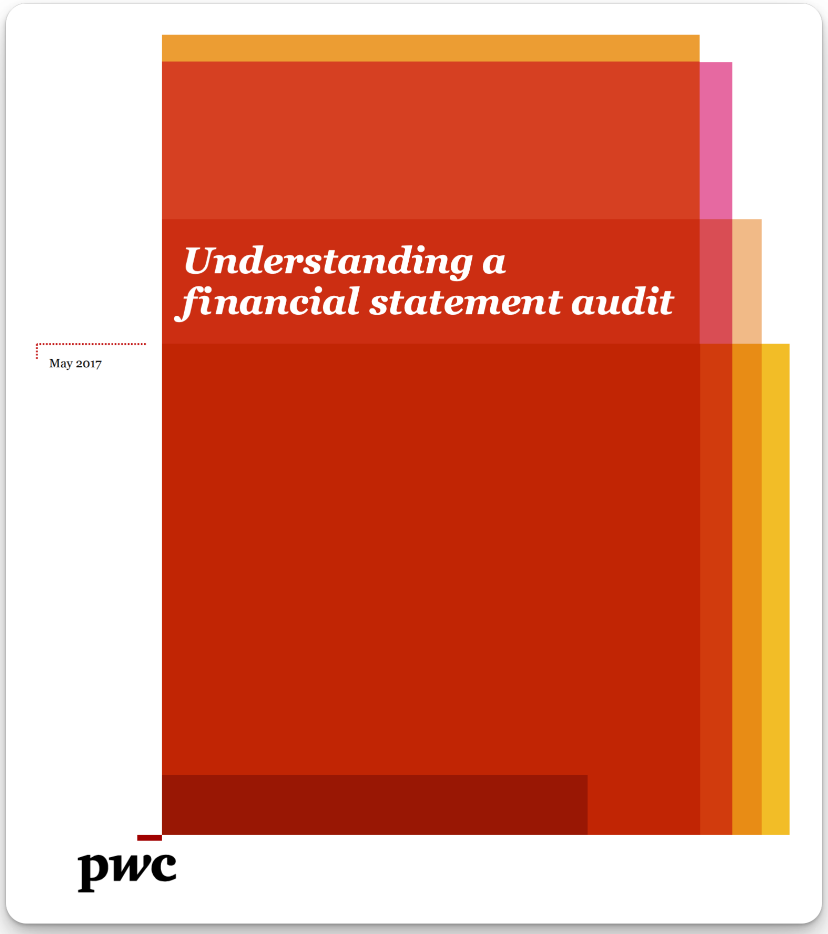
November 29 2023 Town of Alta Projects Update

Fund	Project	Budget	YTD	Status
General	Shuttle	$ 26,470.00	$ -	Contracting, invoicing contributors
Capital	Tom Moore Feasibility	$ 10,000.00	$ -	Met with architect to discuss Historic Structure Report scope
Capital	AMO Security Camers	$ 13,000.00	$ -	Vendor selected
Capital	Marshals Office Inventory Closet	$ 20,000.00	$ 7,642.00	Complete, awaiting final invoice
Capital	ATV	$ 11,000.00	$ 11,849.00	Complete
Capital	New AMO Truck	$ 50,000.00	$ 38,758.00	Truck purchased, detailing ongoing and expecting further expenses
Capital	Livescsan	$ 10,000.00	$ 10,000.00	Not finding solutions to space constraints
Capital	Alta Central Dispatch Console Upgrade	$ 15,000.00	$ -	It's complicated
Capital	Alta Central Generator	$ 60,000.00	$ 32,135.00	outstanding
Capital	Town Park Playground Improvements	$ 5,000.00	$ -	swings
Water	Grizzly Waterline Completion	$ 32,000.00	$ 92,388.00	Complete
Water	Peruvian waterline replacements	$ 337,997.00	$ 280,207.00	Complete
Water	Remote meters	$ 83,000.00	$ 42,000.00	Phase II installs in Grizzly have begun
Water	DWSPP	$ 6,000.00	$ -	Staff was not aware of the 6-year cycle. Entered into a contract to complete the project by the deadline @end of December.
Water	Water System Study Update	$ 25,000.00	$	Proposed for procurement, completion by June 30 2024
Sewer	Sewer Study	$ 25,000.00	$	Proposed for procurement, completion by June 30 2024
	Total	**$ 729,467.00**	**$ 514,979.00**	
	Proposed Additional Budget	**$ 56,000.00**		

Audit Committee Resolution

December 13, 2023

What is the purpose of an Audit?



…an audit provides assurance **that management has presented a 'true and fair' view of a company's financial performance and position.**

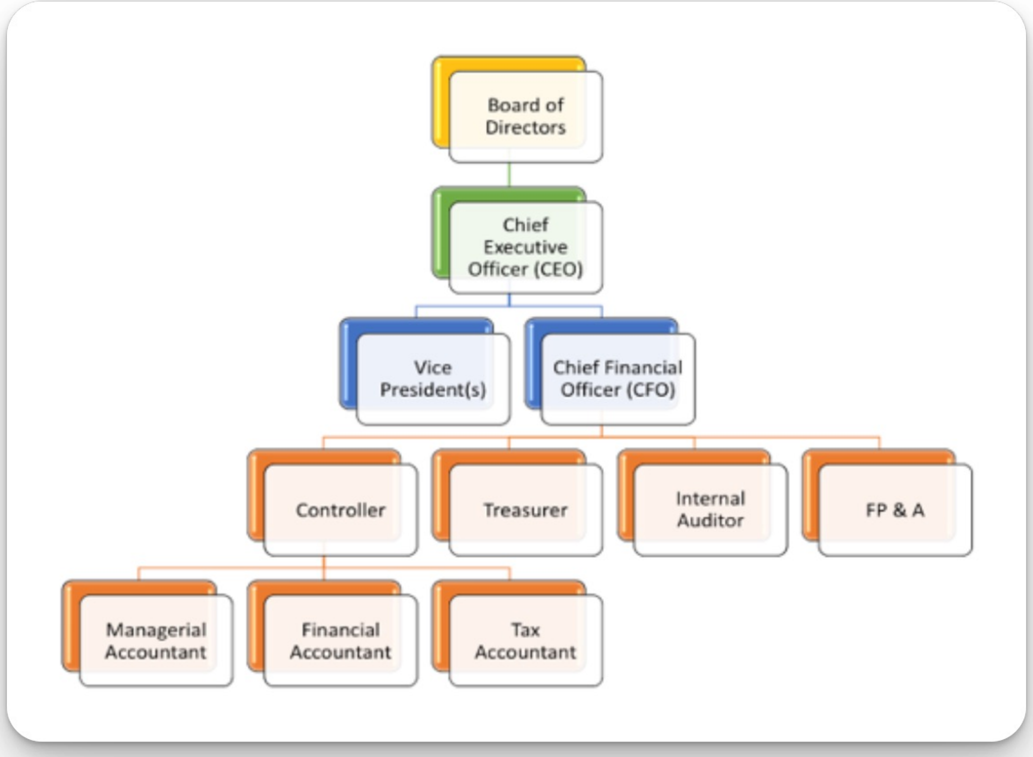
An audit underpins the trust and obligation of stewardship between those who manage a company and those who have a need for a 'true and fair' view

An Audit often includes

- Audit of financial statements
- Audit of internal control over financial reporting
- Compliance audit

ToA Financial Structure

Typical



ToA

Mayor Bourke

CFO
Steve Rowley

- FP&A
- Technical Consulting

Controller
Jen Clancy

- Accurate financial records
- Ensure Compliance
- Budget Process

Treasurer
Craig Heimark

- Financial decision making
- Investments
- Cash flow mgmt

"The controller is all about maintaining accurate financial records and ensuring compliance, while the treasurer's focus is on cash flow management, investments and financial decision-making"

An Audit Committee mitigates the conflict of interest between management and the auditors

*"Auditing is a still bigger problem. The practice of letting companies **choose and pay their own auditors is corrupt.** Listed companies [auditors} should be paid by the stock markets out of listing fees."*

Martin Wolf
Chief Economist Financial Times

*"An effective audit committee enhances the accountant's independence by, among other things, **providing a forum apart from management** where the accountants may discuss their concerns. An effective audit committee also enhances auditor independence from management by **exercising its responsibilities in appointing, compensating and overseeing the work of the independent auditors**. It facilitates communications among the board of directors, management, internal auditors and independent auditors."*

Paul Munter
Chief Accountant SEC

What are the responsibilities of the Audit Committee?

The State of Utah Outlines Four Major Responsibilities

Management develops and enforces systems that ensure the entity accomplishes its mission effectively and efficiently while complying with laws and regulations.

- We already do many/most of the recommendations in this category – like the recent ethics statement, or review of policies with employees on a periodic basis
- What we don't do is a yearly top down (driven by the Council or Audit Committee) review of such procedures

The internal audit function objectively assesses the effectiveness of management's internal control program.

- Only large towns can afford a full time internal auditor. Smaller entities can opt to hire a part time person for periodic reviews or have that function handled directly by the Audit Committee

Financial statement audits are performed by a qualified, independent accounting firm and issues identified during those audits are reviewed and resolved as appropriate.

- The hiring and firing of the audit firm is one of the more important functions of the audit committee (to ensure there is no collusion between mgmt and outside auditor).
- Staff still does the work, but the actual hiring decision is by the Audit Committee

Hotline complaints are investigated, and findings are addressed by the governing body

- Requires setting up an email or voice line that is <u>outside</u> of the control of management

What are the benefits to ToA of an Audit Committee?

State of Utah Highly Recommends an Audit Committee

- If we do not have an audit committee then the prescribed functions fall to the Town Council – not to the staff!
- We already do many of the recommended practices, but it is driven by management not systematically by the Council

It Will Lower Our Fraud Risk Score

- This is an easy step to take to lower our risk score
- Its not perfect, but moves us to the generally recognized US best practice

Certain Responsibilities are difficult to execute at the Town Council level

- Investigating a whistle blower report of suspected fraud cannot be discussed in an open forum
- Same with a report on management from an external auditor

Membership Process and Considerations

Who decides membership of the committee

- Suggest the Mayor proposes, which must include at least one financial expert, to be ratified by Town Council
- Term to be coterminous with Mayor

Committee design

- Limited to two council members to make investigations confidential
- Chair to run
- Could include a number of paid or volunteer members/experts
- As a small Town, at any give time, we may or may not have the required “independent expert” on our Council, but the meeting schedule is limited and hence a paid professional should not be expensive to recruit

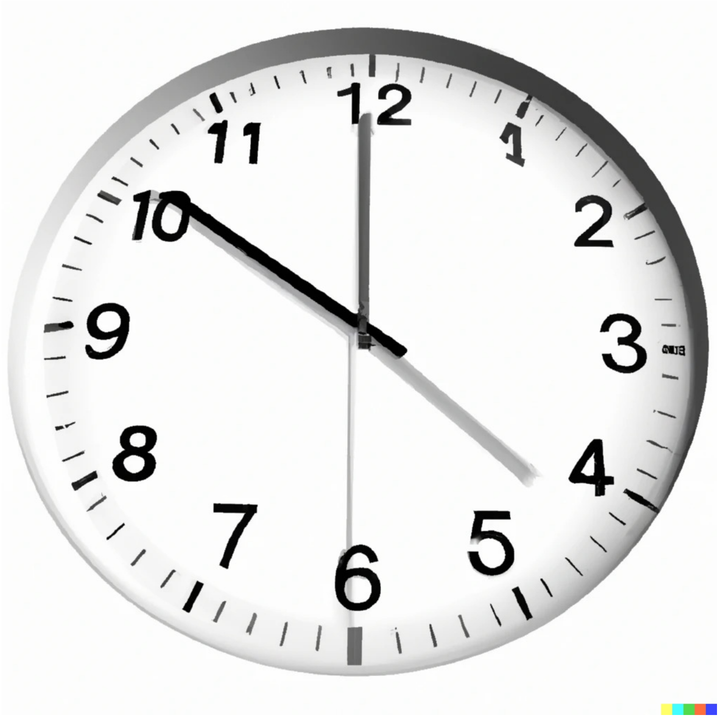
Will need an approved budget

- Expense of the audit is under committee control
- Major decision on expense will be the breadth of the audit. i.e. strictly limited to financials or to include financial or compliance control

Why Create An Audit Committee Now

Our auditor contract expires in December

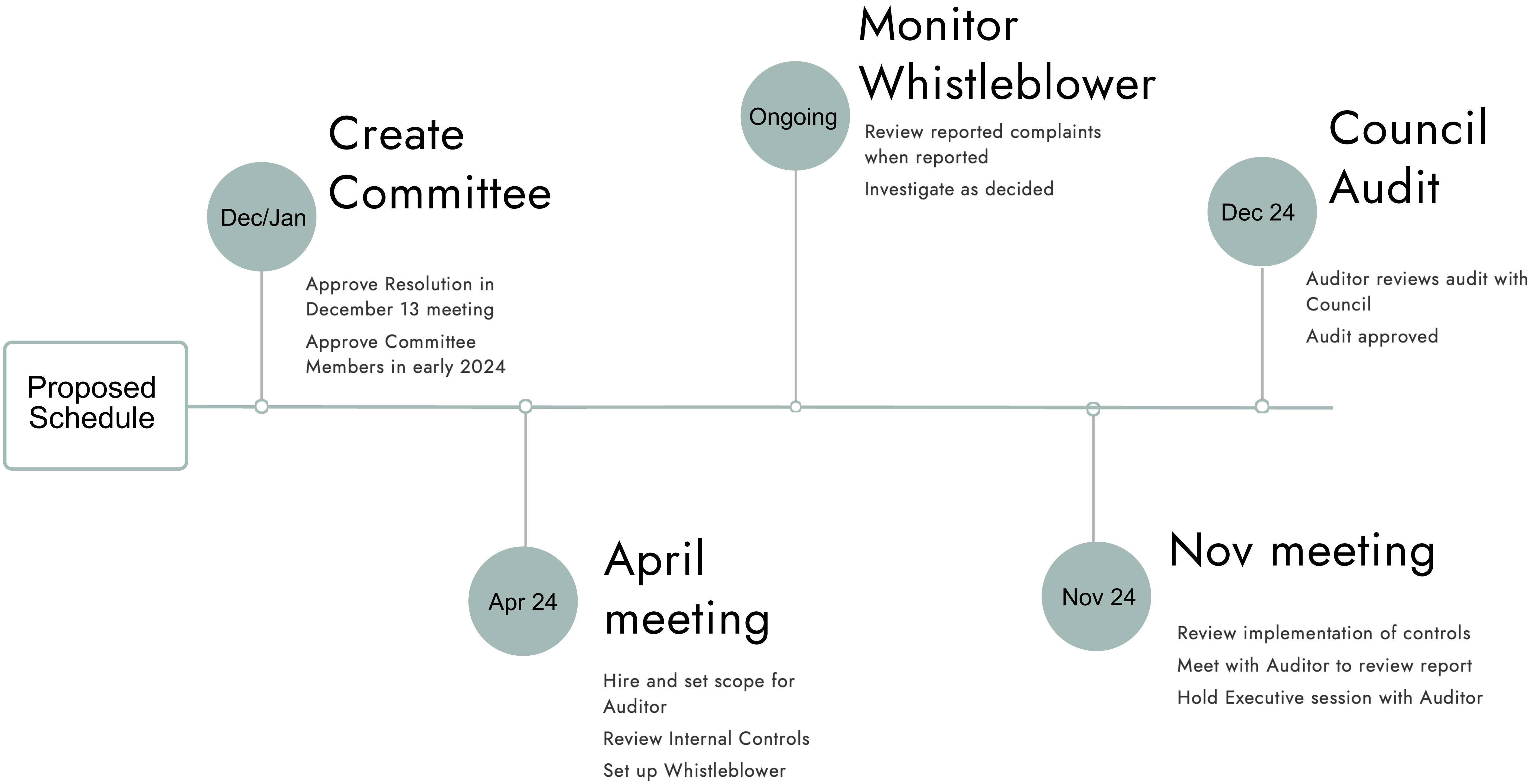
- General practice is to hire a new auditor every 3 to 4 years. This rotation is designed to prevent collusion between the outside Auditor and mgmt.
- ToA has been following this practice and our 4 year contract is up this December
- If we want an Audit Committee, its first job will be to hire the Auditor early in 24

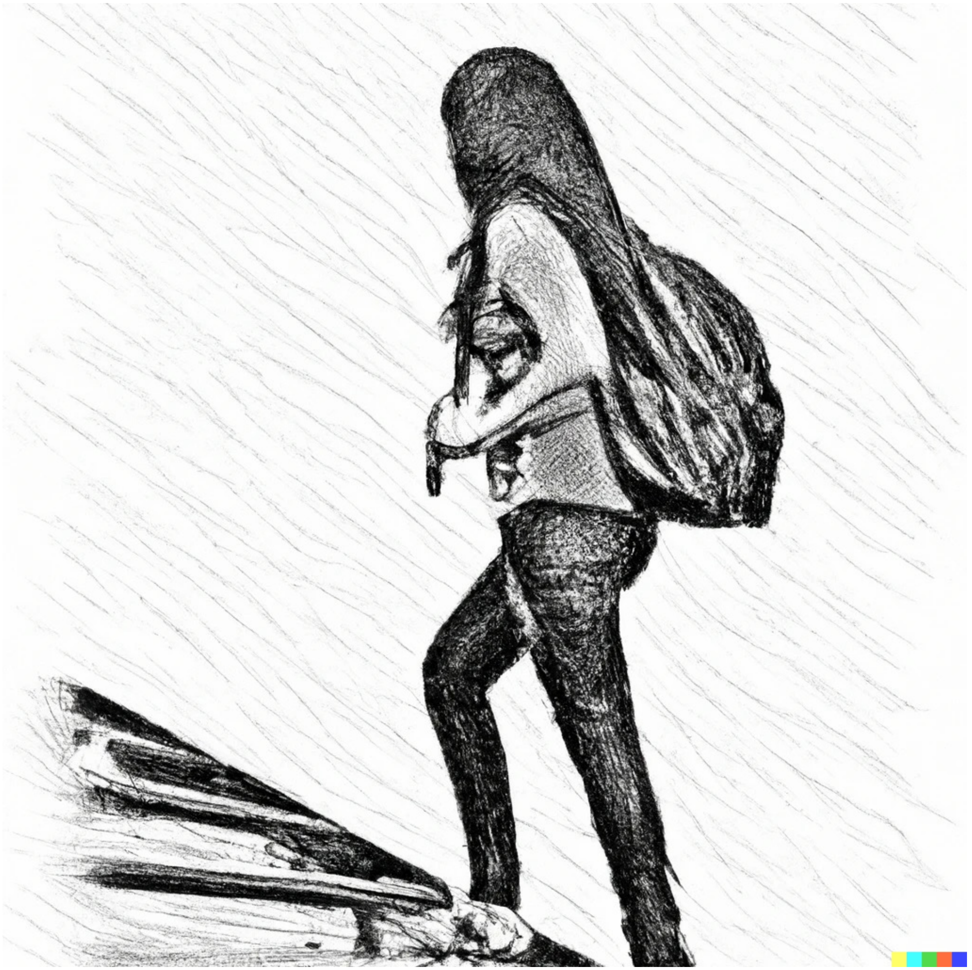


Finance function is ready

- Jen is on top of reporting and timing

Changeover in our management team makes this an easy time to introduce new process


Proposed Schedule
Dec/Jan
Create Committee
Approve Resolution in December 13 meeting
Approve Committee Members in early 2024
Apr 24
April meeting
Hire and set scope for Auditor
Review Internal Controls
Set up Whistleblower
Ongoing
Monitor Whistleblower
Review reported complaints when reported
Investigate as decided
Nov 24
Nov meeting
Review implementation of controls
Meet with Auditor to review report
Hold Executive session with Auditor
Dec 24
Council Audit
Auditor reviews audit with Council
Audit approved



Next Steps

- Nov 29 - Budget Committee Review
- Dec 13 - Consideration by ToA Council
- Jan 10 - Committee membership ratified at January meeting

MAYOR
HARRIS SONDAK

TOWN COUNCIL
CAROLYN ANCTIL
JOHN BYRNE
SHERIDAN DAVIS
ELISE MORGAN

TOWN OF ALTA
P.O. BOX 8016
ALTA, UTAH 84092

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TTY 711

Audit Committee Charter

Audit Committee Authority

Pursuant to resolution number 2023-R-X, dated December X, 2023 the Alta Town Council has established an Audit Committee to assist the Town of Alta in the oversight of both the internal and external audit functions. The following charter shall guide the committee in fulfilling its mission.

Mission

The Audit Committee provides independent advice, assistance, and recommendations to the Town of Alta in the oversight of the internal and external audit functions of the Town of Alta. The Audit Committee ensures financial statements are performed by qualified, independent accounting firms, and investigates and addresses complaints.

Composition and Skills

The Audit Committee shall be composed of three or more members (odd numbers preferred), one of whom shall be the Mayor, one of whom shall be a member of the Town Council, and at least one person who is not a member of management and is deemed a financial expert (possess the requisite knowledge necessary to understand complex, technical financial reporting issues). The Town's Treasurer shall be Chair of the committee and be a non-voting member.

Committee members should collectively possess knowledge in accounting, auditing, and financial reporting needed to understand and evaluate the Town of Alta's financial statements, the external audit, and the entity's internal audit activities.

An individual may not serve on the Audit Committee in a voting capacity if they:

a. Are employed by the Town of Alta (other than Alta Town Council members).
b. Currently provide, or within the prior two years, have provided, goods or services to the Town of Alta.
c. Are a family member of an employee or officer.
d. Are the owner of or has a direct and material interest in a company providing goods or services to the Town of Alta.

Membership Overview

The membership duties include the following:

1. Good Faith – Members of the Audit Committee shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the committee and the Town

of Alta with such care as a generally prudent person in a similar position would use under similar circumstances.

2. Confidentiality – During the exercise of duties and responsibilities, Audit Committee members may have access to confidential information. The Committee shall have an obligation to the Town of Alta to maintain the confidentiality of such information.
3. Committee members shall fill out the Annual Officials and Employee's Ethical Behavior Pledge.
4. Terms – Audit Committee members shall be appointed by the Mayor, with the advice and consent of the Town Council, every 2 years in January of odd years. If a committee member elects to terminate their membership on the committee, the Mayor shall appoint a replacement to fulfill the original members term.
5. The Audit Committee shall operate within the budget allocated by the Town Council

Duties and Responsibilities

The duties and responsibilities include the following:

1. External Audit Focus
   a. The Audit Committee has been delegated the authority to hire and fire the auditor; the Mayor shall be the signatory on such documents.
   b. Receive and review the draft annual audit report and accompanying draft management letter, including the external auditor's assessment of the entity's system of internal controls, and, working directly with the external auditor, assist the Town Council in interpreting such documents.
   c. Make a recommendation to the Town Council on accepting the annual audit report.
   d. Review corrective action plan developed by the Town of Alta management and assist the Town Council in the implementation of such plans.
2. Internal Audit Focus
   a. Make recommendations to the Town Council regarding the appointment of the internal auditor.
   b. Assist in the oversight of the internal audit function, including reviewing the annual internal audit plan to ensure that high risk areas and key control activities are periodically evaluated and tested, and reviewing the results of internal audit activities.
   c. Review significant recommendations and findings of the internal auditor.
   d. Monitor management's implementation of the internal auditor's recommendations by management.
   e. Participate in the evaluation of the performance of the internal audit function.
3. Administrative Matters
   a. Hold regularly scheduled meetings.
   b. Oversee complaints received through the hotline or through the internal auditor.
   c. As needed, review and suggest revisions to the Town Council regarding the Audit Committee Charter.
4. Reporting Requirements - The Audit Committee via its Chair has the duty and responsibility to report its activities to the Alta Town Council as needed, but not less than annually. Periodic written reports of Audit Committee activities are an important communication link between the Audit Committee and the Town of Alta on key decisions and responsibilities.
   a. The Audit Committee's reporting requirements are to:

a. Report on the scope and breadth of committee activities so that the Alta Town Council is kept informed of its work.
b. Provide minutes or a summary of minutes of meetings which clearly record the actions and recommendations of the committee.
c. Report on their review of the Town of Alta's draft annual audit report and accompanying management letter and their review of significant findings.
d. Report on suspected fraud, waste or abuse, or significant internal control findings and activities of the internal control function.
e. Report on indications of material or significant non-compliances with laws or Town of Alta policies and regulations.
f. Report on any other matters that the committee believes should be disclosed to the Alta Town Council.

Rules of order and procedure to govern meetings:

1. Meetings and Notification - The Audit Committee shall meet a minimum of two times each year. Meeting agendas should be clearly determined in advance by the Chair, and the Audit Committee should receive agendas and supporting documents in advance, for reasonable review and consideration.
2. The written agenda shall guide the meetings.
3. Audit Committee meetings are Chaired by the Treasurer. The Town's Treasurer shall be a non-voting member of the committee tasked with preparing for meetings, leading meetings, and assuring meeting minutes are kept.
    a. Agenda items are usually considered in the order listed but may be reordered with consent of committee members.
    b. Audit Committee meetings shall be conducted in accordance with Roberts Rules in Plain English, Second Edition by Doris Zimmerman.
4. Quorum and Voting
    a. The Mayor is a regular and voting member of the Audit Committee including but not limiting to establishing a quorum and voting.
    b. All decisions shall be reached by vote of a simple majority of the total membership of the committee. A quorum constitutes a simple majority of the total membership and meetings will not be conducted unless a quorum is present.
5. Meeting Minutes: The Chair shall create meeting minutes which include the following:
    a. Agenda
    b. Time, date, and location
    c. Attendance
    d. Findings requiring further investigation
    e. Votes taken
    f. Items to report to the Town Council

Charter Review

The Audit Committee shall assess and report to the Alta Town Council on the adequacy of this Charter as necessary. Charter modifications, as recommended by the Audit Committee, should be presented to the Alta Town Council in writing for their review and action.

TOWN OF ALTA

RESOLUTION NO. 2023-R-X

**A RESOLUTION OF THE TOWN COUNCIL OF ALTA, UTAH
ESTABLISHING AN AUDIT COMMITTEE**

WHEREAS, the Town Council of Alta, Utah desires to establish an Audit Committee to assist the Council in fulfilling its financial oversight responsibilities; and

WHEREAS, Office of the Utah State Auditor advises that If your local government does not have an official audit committee, by default the board, city council, or county commission becomes this committee.; and

WHEREAS, an Audit Committee provides oversight of the integrity of the Town's financial statements, compliance with legal and regulatory requirements, and the performance of the internal audit function; and

WHEREAS, the attached guidelines recommend that an Audit Committee have members who are a subset of the governing body, including a financial expert who is not a member of management; and

WHEREAS, several functions of the Audit Committee require a certain membership structure to ensure that meetings are private;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF ALTA, UTAH AS FOLLOWS:

Section 1. An Audit Committee is hereby established for the Town of Alta and is attached as Exhibit A.

Section 2. This resolution shall become effective immediately upon passage.

PASSED AND APPROVED this 13th day of December, 2023.

By

____
Mayor Roger Bourke

ATTEST:

Jen Clancy, Town Clerk