

**BUDGET ADJUSTMENTS**  
October 10, 2023  
Finance Ways & Means/Full Board

1. Budget Transfer and Amendment Requests for Home Improvement – (attached) #1

**ACTION ITEM #1:** The Committee recommends approval to transfer \$59,375.00 from the Home Improvement Fund Housing Commission line item #276-703-995.002 (Trans to GF-Reimb Grant Advance) and put into the General Fund Appropriations/Other Co Funds line item #101-969-699.276 (Trans from 276 Reimb Grant Adv) with the full amount of \$59,375.00 being returned to the General Fund prior to December 31, 2023.

**ACTION ITEM #2:** The Committee recommends approval to transfer \$24,183.11 from the Home Improvement Fund Housing Commission line item #276-703-995.001 (Trans to GF-Admin Rev) and put into the General Fund Housing line item #101-690-699.001 (Trans from 276 Admin Dollars) with the majority of the administrative money occurring in the final quarter of 2023.

**ACTION ITEM #3:** The Committee recommends approval to increase the 2023 budgeted Home Improvement Fund Housing Commission line item #276-703-969.001 (Prog Inc Expended) by \$40,000 with grant monies needing to be spent in 2023 to allow Program Income Emergency Repair money to continue to be spent in the 4<sup>th</sup> quarter of 2023.

**ACTION ITEM #4:** The Committee recommends approval to increase the following 2023 budgeted administrative line items in order to continue spending grant monies during the remainder of 2023:

General Fund Housing line item #101-690-805.000 (Register of Deeds) by \$180.00  
General Fund Housing line item #101-690-825.000 (Building Inspector Services) by \$2,000.00  
General Fund Housing line item #101-690-903.001 (Advertising) by \$150.00

The budgeted revenues for 2023 exceed the budgeted expenditures by \$5,530.00.

2. Budget Adjustment Request – Prosecutor’s Office – (attached) #2

**ACTION ITEM #5:** The Committee recommends approval for the deduction of \$30,049.96 from line item #101-296-703.003 (which currently has \$44,663.00) and adding that same amount (\$30,049.96) to the Equipment Replacement Fund (402) to be used specifically for the proposed new/replacement recording equipment (402-234-980.112) for District & Probate Court.



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## Alpena County Home Improvement Program

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### MEMORANDUM

DATE: October 3, 2023

TO: Alpena County Finance Ways and Means Committee

FROM: Nicki Janish

SUBJECT: Budget Transfer and Amendment Requests

MESSAGE: On behalf of the Home Improvement Program, I am asking for approval of the following budget transfers:

- Advancement of grant dollars from the General Fund to the Home Improvement Fund were budgeted in 2023 in the amount of \$200,637.00. To date, the full amount has been transferred via quarterly installments from the General Fund to the Home Improvement Fund, and it is anticipated that the full amount will be returned to the General Fund prior to December 31, 2023. At this time, I am requesting to transfer a portion of that advance amount as follows:

\$59,375.00 from 276-703-995.002 to 101-969-699.276.

- The Housing Department within the General Fund has expected revenues in 2023 of \$64,483.00 by way of a transfer of administrative dollars from the Home Improvement Fund. It is anticipated that the majority of those administrative dollars will occur in this final quarter of 2023, however, at this time, the Home Improvement Fund has a total of \$24,183.11 received to date that are awaiting transfer. Therefore, I am requesting the following transfer:

\$24,183.11 from 276-703-995.001 to 101-690-699.001.

On behalf of the Home Improvement Program, I am asking for approval of the following budget amendment:

- The Home Improvement Program has successfully spent nearly 90% of its Program Income Emergency Repair dollars in the first three quarters of 2023. Because the



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spending of those dollars is based not on current year revenues alone, but rather a combination of a portion of 2021, 2022, and 2023 revenues retained in the Housing Fund Balance, it is impossible to predict what the actual spending in one County fiscal year will be. The Housing Fund Balance includes grant dollars yet to be spent in 2023, and for this reason, I am requesting an increase in the following line item to allow Program Income Emergency Repair dollars to continue to be spent in this 4th quarter of 2023:

Add \$40,000 to 276-703-969.001 from the Home Improvement Fund Balance.

- For the same reason(s) stated in the request immediately above, and thanks to a very busy year within the Home Improvement Program, I am asking for approval of an increase of \$2,330.00 to the administrative budget in order to continue spending its grant dollars during the remainder of 2023. The budgeted revenues for 2023 exceeds budgeted expenditures by \$5,530.00 and therefore supports this request. This request includes an increase to the following line items:

Increase 101-690-805.000 by \$180.00  
Increase 101-690-825.000 by \$2,000.00  
Increase 101-690-903.001 by \$150.00

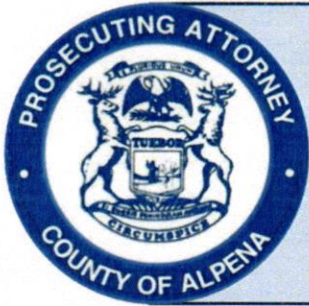
Respectfully Submitted

Nicki Janish



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#2

**CYNTHIA M. MUSZYNSKI**  
**Alpena County Prosecuting Attorney**

**Nancy A. Ward**  
*Chief Assistant  
Prosecuting Attorney*

**Elizabeth E. Reed**  
*Assistant  
Prosecuting Attorney*

**Julie A. Jackson**  
*Victim Assistance  
Coordinator*

MEMORANDUM

TO: ALPENA COUNTY FINANCE COMMITTEE  
FROM: CYNTHIA MUSZYNSKI, ALPENA COUNTY PROSECUTOR  
RE: COURTROOM RECORDING EQUIPMENT

The Prosecutor's Office has seen an increase during the 2023 calendar year of trials which necessitate ADA compliant facilities – in our case, courtrooms.

District Court can accommodate such trials however does not have the ample recording equipment to accomplish these trials. Therefore, additional court staff members would be required to perform these trials.

In order to remedy this issue, and to provide additional conveniences in the every day activities of the District and Probate Court which also greatly benefit the Prosecutor's Office, we make the following request:

That the Commissioners approve the transfer of \$30,049.96 from line item 101-296-703.003 (which currently has \$44,663.00) into the County's Equipment fund, (Fund402) to be used specifically to pay for the proposed recording equipment for the District and Probate Court.

Thank you for your continued support as we attempt to work together for the betterment of our community,

Cynthia M. Muszynski