



AGENDA ITEMS	Council Meeting Date:
Grant Reference No. _____	28-May-24
Department: <u>Finance</u>	Public Hearing:
Fund Number/Department Number: <u>10-4400-4501</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

BACKGROUND: Greg Isley Firm - Bookeepers working with Finance

Financial Impact: One Time Recurring

Comments:
Greg Isley, Accounting Firm

Analysis: Recommendation to transfer \$125,000 00 from Fund Balance (10-3990-0000) to Contracted Services (10-4400-4501). The amount being requested is an estimation for the remaining FY 2023 2024.

Department Head Recommendation: Recommendation to approve budget transfer request.

Attachments: Yes No

Reviewed by:

Department Head: <u>Alicia L. Stewart</u>	FINANCE DEPT OFFICE USE <input checked="" type="checkbox"/> Recommend for Approval <input type="checkbox"/> Do not recommend
Date: <u>5/24/24</u>	
Finance Officer: <u>Alicia L. Stewart</u>	
Date: <u>5/24/24</u>	
City Manager: <u>Hunter</u>	
Date: <u>5/24/24</u>	

CITY OF ELIZABETH CITY
BUDGET AMENDMENT ENTRY
FY 2023-2024
BUDGET YEAR 04

PREPARED BY: NLWeeks
 EFFECTIVE DATE: _____
 JOURNAL ENTRY: _____

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	COUNCIL REFERENCE #	EXPENDITURE	REVENUE	INCR/DECRE
10-3990-0000	FUND BALANCE		\$ 125,000.00		DECREASE
10-4400-4501	CONTRACTED SERVICES		\$ 125,000.00		INCREASE

KEYED: _____ DATE: _____

EDITED: _____ DATE: _____

Finance (Budget Transfer Request for
 Payment of Invoices for Greg Isley
 Accounting Firm)



Natalie Weeks <nweeks@elizabethcitync.gov>

Budget Amendment - Contracted Services

4 messages

Natalie Weeks <nweeks@elizabethcitync.gov> Mon, May 6, 2024 at 5:26 PM
To: Alicia Steward <asteward@elizabethcitync.gov>
Cc: Brian Lewis <blewis@elizabethcitync.gov>, "Kenya Wilson-Turner (Finance Administrative Assistant - City Of Elizabeth City)" <kwturner@elizabethcitync.gov>

Alica,

Please review the tentative budget amendment for "Contracted Services". The requested funds will be transferred from Contingency. I included the overbudgeted amount of

\$46,149 (\$26,175 - Greg Isley is included)
\$16,031 (Greg Isley)
\$24,000 (Greg Isley)

Rounding Amount is \$86200.

I recommend an estimated amount of \$125,000 which will include an estimated amount of invoices from Greg Isley through June 2024.

Please advise. I informed April Finance will have a budget amendment.

Natalie L. Weeks
Accounting Coordinator
City of Elizabeth City | Finance Department
302 E. Colonial Avenue
Elizabeth City, NC 27909

Work | 252.621.7318
E-mail | nweeks@elizabethcitync.gov
<https://elizabethcitync.gov>



Natalie Weeks <nweeks@elizabethcitync.gov> Thu, May 9, 2024 at 12:20 PM
To: Alicia Steward <asteward@elizabethcitync.gov>
Cc: Brian Lewis <blewis@elizabethcitync.gov>, "Kenya Wilson-Turner (Finance Administrative Assistant - City Of Elizabeth City)" <kwturner@elizabethcitync.gov>

REVISED REQUEST RECOMMENDATION
BUDGET TRANSFER FINANCE

RE: 10-4400-4500 (\$ 46,147)

Expenditures & Estimates

GREG W. ISLEY, CPA, PA	(APRIL 2024 INVOICE)	(16,031)
GREG W. ISLEY, CPA, PA	(ON HOLD)	(24,000)
GREG W. ISLEY, CPA, PA	(MAY 2024 INVOICE ESTIMATE)	(11,500)
GREG W. ISLEY, CPA, PA	(JUNE 2024 INVOICE ESTIMATE)	(15,000)

Funds are being requesting from Contingency Fund 10-6600-6000 \$112,178

Respectfully,

Natalie L. Weeks
Accounting Coordinator
Finance Department

City of Elizabeth City
The Harbor of Hospitality
P.O. Box 347
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W | www.elizabethcitync.gov

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CITY OF ELIZABETH CITY

HARBOR OF HOSPITALITY *North Carolina*

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4 attachments

- 04-22-24 Check Request ISLEY.doc
37K
- Finance Expenses_5_9_2024.pdf
235K
- Finance_Budget_Contingency_5_13_2024_City Council.xlsx
149K
- Finance_Contract Services_5_10-2024.xlsx
14K

Alicia Steward <asteward@elizabethcitync.gov> Mon, May 13, 2024 at 5:33 PM
To: Natalie Weeks <nweeks@elizabethcitync.gov>
Cc: Brian Lewis <blewis@elizabethcitync.gov>, "Kenya Wilson-Turner (Finance Administrative Assistant - City Of Elizabeth City)" <kwturner@elizabethcitync.gov>

Natalie,

I agree with the \$125,000, but the contingency account does not have \$125k. We would probably have to get this money from Fund Balance.

Alicia L. Steward, MSQSM, CLSSBB
City of Elizabeth City
Finance Director
(252) 621-7319

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Natalie Weeks <nweeks@elizabethcitync.gov> Mon, May 13, 2024 at 5:37 PM
To: Alicia Steward <asteward@elizabethcitync.gov>
Cc: Brian Lewis <blewis@elizabethcitync.gov>, "Kenya Wilson-Turner (Finance Administrative Assistant - City Of Elizabeth City)" <kwturner@elizabethcitync.gov>

Received.

Which fund should I request to transfer the budget amendment?

Respectfully,

Natalie L. Weeks
Accounting Coordinator
Finance Department

City of Elizabeth City
The Harbor of Hospitality
P.O. Box 347
302 E Colonial Avenue Elizabeth City, North Carolina 27909

CITY OF ELIZABETH CITY
Statement of Revenue and Expenditures - Standard

Revenue Account Range: Not Selected

Expend Account Range: 10-4400-0000 to 10-4400-9999

Print Zero YTD Activity: No

Include Non-Anticipated: Yes

Include Non-Budget: No

Year To Date As Of: 05/24/24

Current Period: 05/01/24 to 05/24/24

Prior Year: 05/01/23 to 05/24/23

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4400-0000	FINANCE- ADMIN & ACCOUTING:	0.00	0.00	0.00	0.00	0.00	0
10-4400-0200	SALARIES & WAGES-REGULAR	14,739.25	389,350.00	32,734.22	375,884.90	13,465.10	97
10-4400-0220	SALARIES & WAGES-OVERTIME	255.97	5,971.00	63.12	6,033.78	62.78 -	101
10-4400-0400	PROFESSIONAL SERVICES	0.00	146,000.00	0.00	38,576.00	107,424.00	26
10-4400-0500	F. I. C. A.	1,142.37	29,900.00	2,494.23	29,053.85	846.15	97
10-4400-0600	GROUP INSURANCE	4,306.27	66,822.00	5,479.54	55,771.88	11,050.12	83
10-4400-0700	RETIREMENT	2,571.70	69,962.00	5,870.75	67,415.02	2,546.98	96
10-4400-1100	COMMUNICATIONS	490.96	6,040.00	505.93	6,644.32	604.32 -	110
10-4400-1101	POSTAGE	0.00	2,000.00	355.10	418.37	1,581.63	21
10-4400-1200	PRINTING	0.00	2,500.00	0.00	1,627.29	872.71	65
10-4400-1400	TRAVEL & EDUCATION	505.08	1,929.00	0.00	1,160.59	768.41	60
10-4400-1600	MAINTENANCE & REPAIR EQUIPMENT	0.00	1,000.00	0.00	378.60	621.40	38
10-4400-2600	ADVERTISING	0.00	250.00	0.00	0.00	250.00	0
10-4400-3200	OFFICE SUPPLIES	159.47	5,220.00	0.00	4,965.47	254.53	95
10-4400-3300	DEPARTMENTAL SUPPLIES & EXP	658.09	3,500.00	228.77	2,032.81	1,467.19	58
10-4400-4500	CONTRACTED SERVICES	0.00	40,000.00	340.45	24,372.75	15,627.25	61
10-4400-4501	CONTRACTED SERVICES- BOOKKEEPING	44,090.00	100,000.00	0.00	146,148.60	46,148.60 -	146
10-4400-4502	Financial Consultant-Professional Serv	0.00	172,000.00	0.00	124,182.74	47,817.26	72
10-4400-5300	DUES & SUBSCRIPTIONS	237.07	2,500.00	0.00	331.27	2,168.73	13
10-4400-5400	WORKERS COMP/INS & BOND	0.00	660.00	0.00	657.43	2.57	100
10-4400-5410	INSURANCE LIABILITY	0.00	210.00	0.00	209.06	0.94	100
10-4400-5420	UNEMPLOYMENT INSURANCE	0.00	220.00	0.00	0.00	220.00	0
10-4400-5870	SAF SHOE/EYE EXAM/PHY/GLASSES	0.00	330.00	0.00	327.12	2.88	99
	GENERAL FUND Expenditure Totals	69,156.23	1,046,364.00	48,072.11	886,191.85	160,172.15	85

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CITY OF
ELIZABETH CITY
HARBOR OF HOSPITALITY *North Carolina*

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CITY OF ELIZABETH CITY

CHECK REQUEST

DATE 5/1/24

DUE DATE 5/1/24

VENDOR NO. ISLEY005

PAYABLE TO GREG W ISLEY, CPA, PA

ADDRESS 9650 STRICKLAND ROAD, SUITE 103-270

RALEIGH, NC 27615

AMOUNT \$ 16,031.19

EXPLANATION INV. 5251 04/22/2024

REQUESTED BY BRI'YANNA BYRD

APPROVED BY

DEPARTMENT FINANCE

ACCOUNT NO. 10-4400-4501

INSTRUCTIONS MAIL PAYMENT

COMMENTS
