



**City of Moorhead
Advisory Budget Work Group
Meeting Summary
March 11, 2015 – 4:00 PM
Boardroom – City Hall**

Members Present:

Council Member: Mari Dailey
Council Member: Jim Haney
Council Member: Chuck Hendrickson

Guest present: Mayor Del Rae Williams

Staff present: Michael Redlinger, City Manager
Wanda Wagner, Finance Director
Amy Wohlwend, Accountant

1. Establish 2015 Meeting Schedule

The Work Group discussed the 2015 meeting schedule and agreed to meet on the second Wednesday of each month from 4:00 to 5:00 p.m. through August and the release of the *Proposed* 2016 Operating & Capital Budget. The City of Moorhead website calendar will be updated to list future meeting dates.

2. Reserves and Fund Balance Presentation

Wanda Wagner, Finance Director, provided an overview of fund balance and reserve definitions, noting that fund balance is a measurement taken at the end of the fiscal year. Fund balance is a specific term defined by the Governmental Accounting Standards Board (GASB), and is similar to a measure of resources available at the end of a fiscal year after all obligations have been met. In the City's General Fund, the fund balance carries the General Fund from the beginning of a new fiscal year until tax revenues and Local Government Aid is transferred to City accounts in July. Unlike fund balance, reserves are not authoritatively defined and can be defined by policy.

3. Financial Software Overview & Next Steps

Michael Redlinger, City Manager, provided a presentation on the existing accounting software utilized by the City of Moorhead and its capabilities. Due to project demands placed on the Information Technology staff, as well as budgetary limitations, the financial software has not been replaced in the past several years. The Work Group encouraged a Request for Proposals (RFP) be developed to solicit proposals to replace the existing software. It was also discussed that IT Division staffing levels need to be evaluated to keep pace with increasing demands on a limited team that has absorbed a six-fold increase in systems to support in the past several years.

Next meeting: April 8, 2015, 4:00 p.m., Boardroom – City Hall.

Requested reports: To be determined.