



**A Report to the  
City Commission**

**Mayor**  
Lauren Poe

**Mayor Pro-Tem**  
Helen K. Warren

**Commission Members**  
Harvey M. Budd

Charles E. Goston

Todd N. Chase

Craig E. Carter

Adrian Hayes-Santos

City of  
Gainesville Office  
of the City  
Auditor

Carlos L. Holt – City Auditor

**General Fund Revenue Estimates  
Included in the Proposed Budget for  
Fiscal Year 2016-17**

**(An Attestation Engagement)**

**September 15, 2016**

## EXECUTIVE SUMMARY

September 15, 2016



### Why We Did This Engagement

The engagement is required annually by City Commission Resolution 150127. It is important for the City to have reasonable assurance that projected revenues were forecast using proven methodologies.

### What We Recommend

The Budget Office should continue efforts to:

- Monitor revenues and report changes regularly to the Audit and Finance Committee
- Take action to request realignment of expenditures when forecasted revenue is materially below estimates.

# General Fund Revenue Estimates Included in the Proposed Budget for Fiscal Year 2016-17

## BACKGROUND

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The City Manager must present a balanced budget for City Commission consideration. In preparing the budget, the City Manager is responsible for preparing revenue estimates and developing methodologies and assumptions, such as analytical and historical trends, to support those methodologies. City Commission Resolution No. 150127 directs the City Auditor to review the revenue estimates included in the City Manager's proposed budget to determine whether they were prepared using data and methods that provide reasonable assurance the revenues will be realized.

Note: Neither City management nor the City Auditor guarantees the achievement of the FY2016-17 revenue estimates.

## OBJECTIVE AND SCOPE

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The objective of the engagement was to assess the reasonableness of the preparation of the General Fund revenue estimates included in the proposed budget for the Fiscal Year Ending September 30, 2017.

## WHAT WE FOUND

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We found the projected Fiscal Year 2016-2017 General Fund Revenues and Other Sources of Funds in the total amount of \$113,398,251 as adopted by the City Commission on September 15, 2016, were prepared using data and methods to provide reasonable assurance the revenues will be realized. Concerned parties can place reasonable reliance on revenues contained in the General Government Financial and Operating Plan.

## GOVERNANCE

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The City of Gainesville’s financial plan consists of a proposed budget developed at the direction of the City Manager. The City Manager is required to present a balanced budget for City Commission consideration. Finance and Budget staff conduct analysis and prepare the budget documents. Oversight is provided by the Administrative Services Director who reports to the City Manager.

The budget is reviewed and approved by the City Commission before the budget cycle begins. The City Commission adopts a budget each year which reflects assumptions based on the city’s five-Year Financial Forecast Planning Tool and incorporates elements of the city’s five-year Capital Improvement Plan based on available funds.

## METHODOLOGY

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To accomplish our examination objectives, we:

- Designed and performed analytical procedures
- Interviewed key personnel
- Evaluated relevant and reliable evidence

## RELATED FACTS AND FIGURES - TABLE 1

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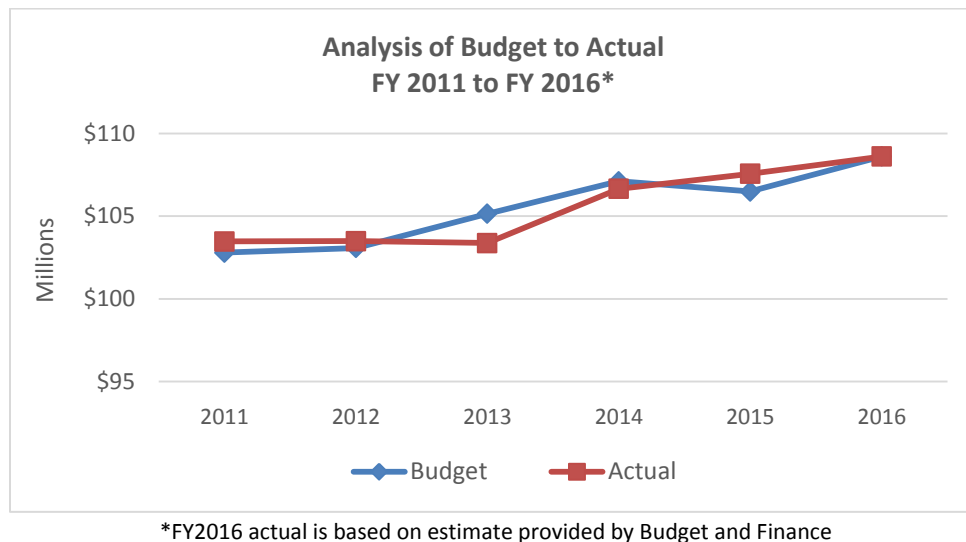
General Fund Revenue Estimates for the Fiscal Year 2016-17 Proposed Financial and Operating Plan:

Revenue Sources	City Manager’s Forecast
Taxes	\$ 42,782,088
Licenses and Permits	6,197,781
Intergovernmental Revenues	13,657,862
Charges for Services	11,128,638
Fines and Forfeitures	1,470,361
Miscellaneous Revenues	1,476,373
Transfers from Other Funds	<u>36,685,148</u>
Total Revenues FY 2016-17 Proposed Budget	\$ <u>113,398,251</u>

## HISTORICAL ANALYSIS BUDGET TO ACTUAL - TABLE 2

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The table provides comparisons of the Adopted Budget to Year End Actuals from FY2011-2016



## CONCLUSION

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The City Auditor's Office reviewed 15 revenue sources, or approximately 88.7%, of the proposed revenue estimates for the General Fund. As a result of our examination, we have concluded that the Forecasted Fiscal Year 2016-2017 General Fund Revenues and Other Sources of Funds in the total amount of \$113,398,251 as adopted by the City Commission on September 15, 2016, were prepared using data and methods to provide reasonable assurance the revenues will be realized. Previous forecasted amounts since 2011 have been reasonably accurate when compared to actual results.

## GOVERNMENT AUDITING STANDARDS COMPLIANCE

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We conducted this attestation examination engagement in accordance with generally accepted government auditing standards. Those standards require that we plan and perform procedures necessary to achieve the examination engagement objectives. We believe that our procedures provide a reasonable basis for assessing the reliability of the data and methods used in the preparing General Fund revenues for the Fiscal Year Ending September 30, 2017.

## AUDIT TEAM

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