



Memo

To: JoAnn Forsythe, Finance Director
From: Michelle Gload, Accounting Manager
Date: Thursday, October 29, 2015
Re: Fiscal Year Ending 09/30/15 Encumbrances

\$130,095.00 of the Fiscal Year 2014/2015 Budget remained encumbered at fiscal year-end 09/30/15 and the Departments are requesting that the funds be rolled forward to fund the completion of the purchase orders in Fiscal Year 2016. The purchase orders were funded and approved in Fiscal Year 2015 but not completed. The Departments expect the purchase orders to be completed in budget year ending 09/30/16.