



BUDGET RESOLUTION

Town of Atherton

*ABSENT:*  
*ABSTAIN:*

*Council Members:*  
*Council Members:*

\_\_\_\_\_  
Diana Manuelian-Hawkins, MAYOR  
Town of Atherton

ATTEST:

\_\_\_\_\_  
Anthony Suber, City Clerk

APPROVED AS TO FORM

\_\_\_\_\_  
Mona Ebrahimi, City Attorney

Resolution No.

Adopted June 19, 2024  
Appendix D Page 2 of 5

**EXHIBIT "A"**

THE CITY COUNCIL OF THE TOWN OF ATHERTON DOES HEREBY RESOLVE AS FOLLOWS:

Section 1: That an Appropriation-Expenditure Budgeting System entitled Expenditure Control Budget (ECB) is hereby adopted. The system consists of:

- Present Personnel Policies, Procedures, and Memorandum of Understanding, including salary schedules and benefits, except as hereinafter changed by resolution or ordinance of the City Council.
- The Expenditure Control Budget will show overall General Fund and other funds and/or departments.
- This system will apply to Operating and Capital Budget Expenditures as intended for use in Fiscal Year 2024-2025.
- All CIP encumbered expenditures from the Fiscal Year 2023-2024 Adopted/Revised Budget shall be carried forward and re-appropriated in Fiscal Year 2024-2025. Said encumbered expenditures to be re-appropriated in Fiscal Year 2024-2025 must be initiated by the Public Works Director, recommended by the Finance Director, and approved by the City Manager.
- Capital Project Commitments: Capital projects for which funds are appropriated in the budget year shall have those funds restricted for use for that project. Such appropriations will continue to be valid in subsequent fiscal years until the project is completed or the Council takes subsequent action to de-appropriate all or part of the funds originally restricted. If a capital project requires an additional appropriation, then City Council approval shall be required.
- General Fund Balance: The balance shall be established in accordance with the Fund Balance Policy for the General Fund as adopted by the City Council.
- The City Manager is authorized to make budget transfers within the same department. Any transfers between departments or funds shall require the approval of City Council.
- Expenditures are budgeted at, and may not legally exceed, the department level for the general fund and the fund level for Special Revenue and Capital Projects Funds. Budgeted amounts shown are as originally adopted, or as amended by the Town Council during the year.
- This budget system assumes existing service levels; Council approval will be required for any significant changes involving increased or decreased service levels.

Resolution No.

Adopted June 19, 2024  
Appendix D Page 3 of 5

- The Finance Department shall be responsible for constant monitoring of the budget and shall establish and implement appropriate control mechanisms necessary for said purpose after consultation with city staff and approval by the City Manager.
- A monthly financial report shall be made available by the Finance Director for each department and/or program and/or capital project.

BUDGET RESOLUTION

Town of Atherton

Section 2: FY 2024-2025 all Funds Operating and Capital Budgets are hereby adopted, establishing the following revenue estimates and expenditure budgets:

Town of Atherton Budget for FY 2024-2025									
	Projected Fund Balance 06/30/24	Budgeted Revenues	Budgeted Expenditures	Budgeted Transfer In	Library JPA Est. Advance excess funds	Budgeted Transfer Out/Lease Payment	Lease Payment	ERAF	Projected Fund Balance 06/30/25
<b>General Fund</b>									
101 General Fund	\$ 12,149,869	\$ 23,001,022	\$ 20,774,676			\$ (4,450,000)	\$ (861,871)	\$ 2,500,000	\$ 11,564,344
<b>Special Revenue Funds</b>									
105 Tennis Fund	127,757	69,500	57,500	-					139,757
209 Police (COPS) Grant	185	171,145	171,000						330
213 Library Fund	2,502,142	666,902	650,902						2,518,142
215 Evan Creative Design	-	-	-						-
Total Special Revenue	2,630,084	907,547	879,402	-	-	-			2,658,229
<b>Capital Project Funds</b>									
201 Special Tax	-	-	-						-
202 Measure A	731,907	370,000	890,000						211,907
203 Gas Tax	268,869	360,000	300,000						328,869
204 Measure M	79,048	75,000	75,000						79,048
205 Measure W	544,662	145,000	140,000						549,662
401 Capital Improvement	2,119,663	5,830,000	5,840,000						2,109,663
402 Storm Drainage	-	-	-						-
403 Channel Drainage Dt.	654,004	125,000	510,000						269,004
406 Facilities Construction	-	-	-						-
Total Capital Projects	4,398,153	6,905,000	7,755,000	-	-	-			3,548,153
<b>Internal Service Funds</b>									
610 Equipment Repl.	1,180,590	431,758	724,620						887,728
614 Worker's Comp.	1,885,372	73,833	458,287						1,500,918
615 General Liability	541,745	619,432	714,432						446,745
616 Employee Benefits	755,627	413,664	344,735						824,556
Total Internal Service	4,363,334	1,538,687	2,242,074	-	-	-			3,659,947
<b>Total All Funds</b>	<b>\$ 23,541,440</b>	<b>\$ 32,352,256</b>	<b>\$ 31,651,152</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (4,450,000)</b>	<b>\$ (861,871)</b>	<b>\$ 2,500,000</b>	<b>\$ 21,430,673</b>

Resolution No.

Adopted June 19, 2024  
Appendix D Page 1 of 5