



Kelly Oakes  
City Auditor

## MEMORANDUM

**TO:** Thomas A. Golden, Jr., City Manager  
**FROM:** Kelly Oakes, City Auditor  
**CC:** Conor Baldwin, Chief Financial Officer  
**DATE:** November 4, 2022

**SUBJECT: MOTION RESPONSE: C. Gitschier - Req. City Auditor Provide City Council With A Monthly MUNIS Report Of All Accounts**

In response to the above referenced motion by the City Council, I have worked with the Chief Financial Officer to create a page on the official city website to store the monthly year to date (“YTD”) budget reports from the city’s MUNIS accounting system. In total, these reports for expenditures and revenue for the general fund (including the schools) and the water, sewer, and parking enterprise funds total over 100+ pages.

As an alternative to printing hard copies of the reports each month, which would need to be printed for each of the City Councilors’ packages, my office will upload the reports at the beginning of the month for the prior month and include in the council package, a link to the website when the reports are available for the City Council and the public to review. All prior YTD reports will be archived and stored on the page as well.

- FY2023 YEAR TO DATE (YTD) BUDGET REPORTS – **REVENUE**
  - [General Fund Revenues \(P4\) - 10-31-2022](#)
  
- FY2023 YEAR TO DATE (YTD) BUDGET REPORTS – **EXPENSE**
  - [General Fund Expense \(SCHOOL ONLY\) \(P4\) - 10-31-2022](#)
  - [General Fund Expense \(No School\) - \(P4\) - 10-31-2022](#)
  - [Water Enterprise Fund Expense - \(P4\) - 10-31-2022](#)
  - [Parking Enterprise Fund Expense \(P4\) - 10-31-2022](#)
  - [Wastewater Enterprise Fund Expense \(P4\) - 10-31-2022](#)

Please let me know if you have any questions on this matter.