



CITY OF WASILLA

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INFORMATION MEMORANDUM

NO. 95-02

MEMORANDUM

FROM: Erling P. Nelson *EPN*
TO: Department Heads
DATE: January 5, 1995
SUBJECT: Prior Year Encumbrances

Attached you will find a list of encumbrances at 6/30/94 which will be carried over to FY95. These are the items you ordered in the last fiscal year but will be paid for in the current fiscal year, as they were not received before year end. These encumbrances have been added into your current year budgets in the computer, this was done so the computer would not show you over budget for these prior year expenses paid for in the current year.

When you are preparing your FY96 budgets please subtract these encumbrances from your current year budget numbers before calculating your new budget numbers. This will ensure that you are not over stating your budget request by the prior year encumbrance numbers.

SCHEDULE OF FY94 ENCUMBRANCES CARRIED OVER TO FY95											
P.O.#	DATE	VENDOR	ACCOUNT #	FUND 01	FUND 02	FUND 03	FUND 05	FUND 06	TOTALS	ACCOUNT NUMBER	TOTALS
3617	6/28/94	Northern Office	01.410.5301	\$677.85					\$677.85		\$677.85
3585	6/21/94	Dinkels Nursery	01.411.2869	\$80.00					\$80.00		\$80.00
3416	5/2/94	Kits Camera	01.415.5301	\$185.99					\$185.99		\$185.99
3580	6/15/94	Lockwood Co.	01.430.2600	\$550.00					\$550.00		\$550.00
3581	6/20/94	Lockwood Co.	01.430.2600	\$790.00					\$790.00		\$1,340.00
3625	6/30/94	Craig Taylor	01.431.2903	\$595.00					\$595.00		\$595.00
3624	6/30/94	Eagle Press	01.451.2205	\$1,300.00					\$1,300.00		\$1,300.00
3622	6/30/94	Northern Eng.	02.405.7101		\$3,457.00				\$3,457.00		\$3,457.00
3562	6/17/94	Demco	03.455.3301			\$858.48			\$858.48		\$858.48
3564	6/17/94	Office Place	03.455.3301			\$42.00			\$42.00		\$900.48
3566	6/17/94	Office Place	03.455.3306			\$385.82			\$385.82		\$385.82
3611	6/27/94	Mac Zone	03.455.3307			\$72.98			\$72.98		\$72.98
3556	6/17/94	Ingam	03.455.3906			\$290.33			\$290.33		\$290.33
3584	6/21/94	Baker & Taylor	03.455.3906			\$658.00			\$658.00		\$948.33
3429	5/6/94	Follett Books	03.455.3908			\$1,500.00			\$1,500.00		\$1,500.00
3456	5/18/94	Regent Book Co.	03.455.3908			\$282.75			\$282.75		\$282.75
3490	5/31/94	Gale Research	03.455.3908			\$908.25			\$908.25		\$908.25
3491	5/31/94	Regent Books	03.455.3908			\$52.70			\$52.70		\$52.70
3517	6/7/94	Intern Conference	03.455.3908			\$139.50			\$139.50		\$139.50
3521	6/8/94	Intertac Publ.	03.455.3908			\$19.42			\$19.42		\$19.42
3539	6/10/94	Nolo Press	03.455.3908			\$134.18			\$134.18		\$134.18
3557	6/17/94	Baker & Taylor	03.455.3908			\$4,500.00			\$4,500.00		\$7,536.80

SCHEDULE OF FY94 ENCUMBRANCES CARRIED OVER TO FY95										
P.O.#	DATE	VENDOR	ACCOUNT #	FUND 01	FUND 02	FUND 03	FUND 05	FUND 06	TOTALS	ACCOUNT NUMBER TOTALS
3563	6/27/94	Demco	03.455.5501			\$284.81			\$284.81	\$284.81
3589	6/22/94	Northern Testing	05.515.2602				\$550.00		\$550.00	\$550.00
3593	6/23/94	AK Ind. Hardware	05.520.3102				\$367.52		\$367.52	\$367.52
3587	6/22/94	AK Pump	05.520.3614				\$1,750.00		\$1,750.00	
3588	6/22/94	AK Pump	05.520.3614				\$534.00		\$534.00	\$2,284.00
3596	6/23/94	AK Pump	06.625.3609					\$64.02	\$64.02	\$64.02
3596	6/23/94	AK Pump	06.655.3609					\$64.02	\$64.02	\$64.02
3596	6/23/94	AK Pump	06.660.3609					\$65.86	\$65.86	\$65.86
				\$4,178.84	\$3,457.00	\$10,129.22	\$3,201.52	\$193.90	\$21,160.48	\$21,160.48