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James P. Stith II City Auditor

Marcus Patterson, MBA Deputy Auditor

July 21, 2016

To: City Council

City of Norwood, Ohio

Subject: Police Department Appropriations 2016

4645 Montgomery Road Norwood, Ohio 45212 Ph. (513) 458-4570 Fax (513) 458-4571

Dear Council Members,

As we review the appropriations for the Police Department Materials and Supplies key, 01-0832-7300, in attempt to prepare for purchasing new citation forms it has been noted that there are currently sufficient appropriations available for this purchase. This General Fund Police Materials and Supplies key has an unencumbered balance of \$19,253.30 which is more than sufficient to cover the \$4,500.00 estimated printing cost.

No Purchase Order (PO) has been requested for the printing of citations. If a PO is requested by the Police Department, it can be approved and the items then be ordered but first, they must request the PO. It should also be noted that this Police Department key, with a balance of \$19,253.30, has had adequate appropriations available to purchase protective vests but a PO was not requested. Given that there has been sufficient appropriations available in the Police Department budget to purchase these supplies but that they have not submitted a PO request for approval, the controversy surrounding this subject seems ill placed.

Please review the attached document which displays the current year appropriations, expenditures, encumbrances, and remaining balances available for purchases for this Police Department Keys.

Sincerely,

Jim Stith Auditor

Cc: Tom Williams, Mayor City of Norwood