



# City of Santa Fe, New Mexico

## Memorandum



**DATE:** October 20, 2025

**TO:** Finance Committee  
Governing Body

**VIA:** Mark Scott, City Manager *Mark Scott*  
Mark Scott (Oct 22, 2025 15:31:31 PDT)

**FROM:** Emily K. Oster, Finance Director *Emily K. Oster*

**SUBJECT:** Request for Approval of a Budget Amendment Resolution (BAR) to Add Prior Year (FY2025) One-Time Funding to the Finance Department FY2026 Budget

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### **ACTION:**

Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$500,000 from Prior Year (FY2025) General Fund Balances to Support Continuation of Audit Support Accounting Services Professional Contracts. (Emily K. Oster, Finance Director; ekoster@santafenm.gov)

### **BACKGROUND AND SUMMARY:**

In FY2025 the Finance Department had a budget of \$2,500,000 for accounting services professional contracts. This funding, which came from recurring General Fund revenues, was used to pay for audit support services provided by CliftonLarsonAllen. These services were critical to getting the City's FY2024 audit submitted on-time to the Office of the State Auditor on December 16, 2024.

During the development of the City's FY2026 budget the Finance Department's budget for accounting services professional contracts was reduced to \$500,000 from recurring General Fund revenues. This allowed recurring General Fund revenues previously budgeted in the Finance Department to be allocated City-wide to support a 3% across-the-board pay increase for City employees.

In addition to the \$500,000 from recurring General Fund revenues budgeted for FY2026 accounting services professional contracts, an additional \$500,000 was allocated from FY2025 one-time mid-year funding to be budgeted in FY2026 to support continuation of audit support accounting services professional contracts. This funding was identified in January 2025 during the development of the one-time mid-year funding requests approved by the Governing Body in February 2025. Because the funding was intended to be used in FY2026 a BAR was not brought before the Governing Body at that time. Now that FY2026 is underway the Finance Department requests approval of a Budget Amendment Resolution (BAR) to add the \$500,000 allocated from prior (FY2025) General Fund Balances to the FY2026 budget to support continuation of audit support accounting services provided by CliftonLarsonAllen.

**ACTION REQUESTED:**

Request for approval of the attached Budget Amendment Resolution (BAR) in the amount of \$500,000. This request is necessary to support on-time completion of the ongoing audit of fiscal year 2025 and ensure that the City stays on-track to complete the audit of fiscal year 2026 timely.

**FUNDING SOURCE AND USE:**

**Fund Name/Number:** General Fund/100

**Munis Org Name/Number:** Accounting/1000142

**Munis Expenditure Object Name/Number:** Professional Contracts/510300

**ATTACHMENTS:**

BAR form

