



## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

**MEMORANDUM**

TO: The Maryland-National Capital Park and Planning Commission

FROM: Terri Bacote-Charles  
Corporate Budget Director

DATE: June 6, 2024

RE: FY 2024 Budget Adjustments – Central Administrative Services

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This memorandum is to request your authorization to reallocate the current year-end expected salary lapse for the following departments within Central Administrative Services: Department of Human Resources and Management, Department of Finance, Legal Department, and the Office of the Inspector General. The salary lapse from these departments would be transferred to the Commission-wide IT Initiatives Fund and utilized in a subsequent fiscal year for non-personnel expenditures related to the ERP upgrade.

**Staff Recommendation:**

Approval of the request for an FY 2024 Budget Adjustment for Central Administrative Services (CAS) Departments totaling \$1,050,000.

**Background:**

The Land Use Article, Section 18-109, permits a budget transfer if the transfer does not exceed 110% of the available approved budget amount nor result in a change in the work program. Accordingly, Commission Practice 3-60, Budget Adjustments (Amendments and Transfers), allows budget transfers when they do not increase the budget by more than 10% and, when bi-county departments are affected, approved by the Commission. The Commission has authority to transfer appropriations between the major object codes (personnel, supplies, services, capital outlay) and between divisions if they meet certain conditions.

**Request Approval:**

For the requesting CAS departments, the recommended transfer does not exceed 10% and does not change the work program. The generated savings resulted from staff changes, delays in filling positions and recruitment difficulties.

Details of Proposed Adjustment:

The following CAS departments seek the Commission's approval to transfer a total of \$1,050,000 of available funds from Personnel Services in the Administration Fund to the Commission-Wide IT Initiative Fund to pre-fund the ERP Upgrade project:

- Department of Human Resources and Management is seeking approval to transfer \$400,000 of available funding;
- Department of Finance is seeking approval to transfer \$500,000 of available funding;
- Legal Department is seeking approval to transfer \$75,000 of available funding; and
- Office of the Inspector General is seeking approval to transfer \$75,000.

This budget adjustment will positively impact the current ERP financing schedule and reduce the future payments beyond FY 2025 for all departments.