




Finance Director  
636-537-4726

## M E M O

DATE: May 8, 2019  
TO: Mike Geisel, City Administrator  
FROM: Chris DesPlanques, Finance Director   
RE: Tuition Reimbursement Recommendation

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During the 2019 budget process, it was the consensus of council to reduce Account 001-036-5222 Education Reimb/Training, which is used to fund qualified and approved education expenses. The budget in this account was reduced from its 2018 amount of \$20,000 to a 2019 budget amount of \$15,000, primarily to reflect its expected utilization.

As of May 2019, Chesterfield employees have submitted approximately 14,600 in expected reimbursement expenses. An addition request has been submitted that would, if approved, exceed the 15,000 balance; thus, it cannot be approved at this time.

I recommend the council approve a budget amendment increasing 001-036-5222 to 20,000 from its initial budget of 15,000, with the difference coming out of fund reserves.

Please see the attached budget amendment request.