

**Mayor
David R. Martin**



**CITY OF STAMFORD
OFFICE OF POLICY & MANAGEMENT**
STAMFORD GOVERNMENT CENTER
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CT 06904-2152

MEMORANDUM

To: The Board of Finance
From: Lee Berta, Assistant OPM Director
Subject: Board of Finance and Administrative Transfers
Date: August 29th, 2014

Attached is a general fund Board of Finance and Administrative Transfer detail report. This information is being provided at the request of the Board of Finance in reference to the City Charter Sec. 8-30-11.

Non-Salary to Non-Salary Transfers: No single transfer may exceed the greater of \$50,000 or 5% within an office's revised budget. Cumulative transfers during a fiscal year may not exceed the greater of \$100,000 or 10% during any fiscal year.

Salary to Overtime Transfers: Salary transfers may not exceed 10% of the office's annual salary appropriation during any fiscal year.

As of August 29th, 2014, there were (4) Administrative Transfers and two (2) Board of Finance Transfers.

Please feel free to contact me if you require any additional information.

Thank you


Lee Berta

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City of Stamford
Budget Transfer/Adjustment Report
as of 08/29/14

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Category	Category Description	Bur. Account #	Description	Group Number	Transaction Amount	Transaction Description
TRFA	Transfer - Administrative	201 24432302200 24432306100	Other Grants/Social Other Grants/Office	000000000226356 000000000226356	469.00 469.00-	Fr Other Grants/Office Su To Other Grants/Social Se
			Bureau TOTAL		.00	
		205 01425373601 01425376603	Kweskin Theater/Cont Kweskin Theater/Buil	000000000226354 000000000226354	5,000.00 5,000.00-	Fr Kweskin Theater/Buildi To Kweskin Theater/Contra
			Bureau TOTAL		.00	
		206 01426001100 01426001301	Ops Adm/Salaries Ops Adm/Overtime	000000000226353 000000000226353	8,000.00- 8,000.00	To Ops Adm/Overtime Fr Ops Adm/Salaries
			Bureau TOTAL		.00	
		320 01432309024 01432309024 24402113202 24402116100 24402116907	Other Grants/Transfe Other Grants/Transfe TB Control/Conferenc TB Control/Office Su TB Control/Clinic Su	000000000228227 000000000228207 000000000228729 000000000228729 000000000228729	41,020.00 41,020.00- 100.00- 600.00 500.00-	TRFA PSHW Year End Transf TRFA PSHW Year End Transf To TB Control/Office Supp Fr TB Control/Clinic/Conf To TB Control/Office Supp
			Bureau TOTAL		.00	
		330 01433005500 01433005500 01433008823 01433008823 01433615303 01433615303 24402183202 24402183601	Police/Copying & Pri Police/Copying & Pri Police/Investigation Police/Investigation Police SS/Communicat Police SS/Communicat Arrest Enforcement P Arrest Enforcement P	000000000228207 000000000228227 000000000228207 000000000228227 000000000228227 000000000228207 000000000226355 000000000226355	150.00 150.00- 1,985.00- 1,985.00 920.00- 920.00 3,815.00- 3,815.00	TRFA PSHW Year End Transf TRFA PSHW Year End Transf TRFA PSHW Year End Transf TRFA PSHW Year End Transf TRFA PSHW Year End Transf TRFA PSHW Year End Transf To Arrest Enforcement/Con Fr Arrest Enforcement/Con
			Bureau TOTAL		.00	
		350 01435105405 01435105405 01435106601 01435106601 01435106605 01435106605	Fire/Postage Fire/Postage Fire/Vehicle Maint Fire/Vehicle Maint Fire/Equipment Maint Fire/Equipment Maint	000000000228227 000000000228207 000000000228227 000000000228207 000000000228227 000000000228207	171.00- 171.00 182.00 182.00- 10,541.00 10,541.00-	TRFA PSHW Year End Transf TRFA PSHW Year End Transf TRFA PSHW Year End Transf TRFA PSHW Year End Transf TRFA PSHW Year End Transf TRFA PSHW Year End Transf

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Category	Category Description	Bur. Account #	Description	Group Number	Transaction Amount	Transaction Description
TRFA	Transfer - Administrative	370			.00	
		01437103001	Smith House/Prof Con	000000000228207	12,030.00-	TRFA PSHW Year End Transf
		01437103001	Smith House/Prof Con	000000000228227	12,030.00	TRFA PSHW Year End Transf
		01437103201	Smith House/Edu Trai	000000000228207	2,600.00	TRFA PSHW Year End Transf
		01437103201	Smith House/Edu Trai	000000000228227	2,600.00-	TRFA PSHW Year End Transf
		01437103202	Smith House/Conf & T	000000000228227	732.00-	TRFA PSHW Year End Transf
		01437103202	Smith House/Conf & T	000000000228207	732.00	TRFA PSHW Year End Transf
		01437105500	Smith House/Copying	000000000228207	1,345.00-	TRFA PSHW Year End Transf
		01437105500	Smith House/Copying	000000000228227	1,345.00	TRFA PSHW Year End Transf
		01437106100	Smith House/Office S	000000000228207	1,007.00-	TRFA PSHW Year End Transf
		01437106100	Smith House/Office S	000000000228227	1,007.00	TRFA PSHW Year End Transf
		01437106401	Smith House/Subscrip	000000000228227	100.00-	TRFA PSHW Year End Transf
		01437106401	Smith House/Subscrip	000000000228207	100.00	TRFA PSHW Year End Transf
		01437108100	Smith House/Dues & F	000000000228207	4,000.00	TRFA PSHW Year End Transf
		01437108100	Smith House/Dues & F	000000000228227	4,000.00-	TRFA PSHW Year End Transf
		01437108105	Smith House/Nursing	000000000228227	5,044.00-	TRFA PSHW Year End Transf
		01437108105	Smith House/Nursing	000000000228207	5,044.00	TRFA PSHW Year End Transf
		01437306904	Recreation/Recreatio	000000000228227	384.00	TRFA PSHW Year End Transf
		01437306904	Recreation/Recreatio	000000000228207	384.00-	TRFA PSHW Year End Transf
		01437406911	Housekeeping/Houseke	000000000228207	988.00	TRFA PSHW Year End Transf
		01437406911	Housekeeping/Houseke	000000000228227	988.00-	TRFA PSHW Year End Transf
		01437406911	Housekeeping/Houseke	000000000228227	5,684.00	TRFA PSHW Year End Transf
		01437406911	Housekeeping/Houseke	000000000228207	5,684.00-	TRFA PSHW Year End Transf
		01437503601	Maintenance/Contract	000000000228227	606.00	TRFA PSHW Year End Transf
		01437503601	Maintenance/Contract	000000000228207	606.00-	TRFA PSHW Year End Transf
		01437505101	Maintenance/Gasoline	000000000228227	3,949.00-	TRFA PSHW Year End Transf
		01437505101	Maintenance/Gasoline	000000000228207	3,949.00	TRFA PSHW Year End Transf
		01437506202	Maintenance/Water	000000000228207	600.00-	TRFA PSHW Year End Transf
		01437506202	Maintenance/Water	000000000228227	600.00	TRFA PSHW Year End Transf
		01437506203	Maintenance/Fuel Oil	000000000228227	37,374.00-	TRFA PSHW Year End Transf
		01437506203	Maintenance/Fuel Oil	000000000228207	37,374.00	TRFA PSHW Year End Transf
		01437506204	Maintenance/Electric	000000000228207	13,742.00	TRFA PSHW Year End Transf
		01437506204	Maintenance/Electric	000000000228227	13,742.00-	TRFA PSHW Year End Transf
		01437506601	Maintenance/Vehicle	000000000228227	3,721.00-	TRFA PSHW Year End Transf
		01437506601	Maintenance/Vehicle	000000000228207	3,721.00	TRFA PSHW Year End Transf
		01437506603	Maintenance/Building	000000000228227	8,483.00	TRFA PSHW Year End Transf
		01437506603	Maintenance/Building	000000000228207	8,483.00-	TRFA PSHW Year End Transf
		01437506604	Maintenance/Grounds	000000000228227	9,581.00-	TRFA PSHW Year End Transf
		01437506604	Maintenance/Grounds	000000000228207	9,581.00	TRFA PSHW Year End Transf
		01437506604	Maintenance/Grounds	000000000228227	1,102.00-	TRFA PSHW Year End Transf
		01437506604	Maintenance/Grounds	000000000228207	1,102.00	TRFA PSHW Year End Transf
		01437506605	Maintenance/Equipmen	000000000228227	2,554.00-	TRFA PSHW Year End Transf
		01437506605	Maintenance/Equipmen	000000000228207	2,554.00	TRFA PSHW Year End Transf
		01437603601	Laundry/Contracted S	000000000228227	7,995.00	TRFA PSHW Year End Transf
		01437603601	Laundry/Contracted S	000000000228207	7,995.00-	TRFA PSHW Year End Transf

Category	Category Description	Bur. Account #	Description	Group Number	Transaction Amount	Transaction Description
TRFA	Transfer - Administrative	370	01437606911 Laundry/Housekeeping	000000000228207	1,050.00	TRFA PSHW Year End Transf
			01437606911 Laundry/Housekeeping	000000000228207	1,050.00	TRFA PSHW Year End Transf
			01437706700 Food Svs/Small Tools	000000000228207	2,400.00	TRFA PSHW Year End Transf
			01437706700 Food Svs/Small Tools	000000000228207	2,400.00	TRFA PSHW Year End Transf
			01437706909 Food Svs/Dietary Sup	000000000228207	2,277.00	TRFA PSHW Year End Transf
			01437706909 Food Svs/Dietary Sup	000000000228207	2,277.00	TRFA PSHW Year End Transf
			01437706910 Food Svs/Provisions	000000000228207	331.00	TRFA PSHW Year End Transf
			01437706910 Food Svs/Provisions	000000000228207	331.00	TRFA PSHW Year End Transf
			01437803309 Nursing Svs/Lab Test	000000000228207	1,600.00	TRFA PSHW Year End Transf
			01437803309 Nursing Svs/Lab Test	000000000228207	1,600.00	TRFA PSHW Year End Transf
			01437803601 Nursing Svs/Contract	000000000228207	4,933.00	TRFA PSHW Year End Transf
			01437803601 Nursing Svs/Contract	000000000228207	4,933.00	TRFA PSHW Year End Transf
			01437804400 Nursing Svs/Equipmen	000000000228207	4,255.00	TRFA PSHW Year End Transf
			01437804400 Nursing Svs/Equipmen	000000000228207	4,255.00	TRFA PSHW Year End Transf
			01437806903 Nursing Svs/Medical	000000000228207	7,290.00	TRFA PSHW Year End Transf
			01437806903 Nursing Svs/Medical	000000000228207	7,290.00	TRFA PSHW Year End Transf
			01437806915 Nursing Svs/Oxygen	000000000228207	580.00	TRFA PSHW Year End Transf
			01437806915 Nursing Svs/Oxygen	000000000228207	580.00	TRFA PSHW Year End Transf
			01437806916 Nursing Svs/Chargeab	000000000228207	5,000.00	TRFA PSHW Year End Transf
			01437806916 Nursing Svs/Chargeab	000000000228207	5,000.00	TRFA PSHW Year End Transf
				Bureau TOTAL	.00	
400	01440206610 HR/Software Maintena	01440207301	HR/Software Maintena	000000000229865	1,000.00	Fr HR/Cap Out-Equip
				000000000229865	1,000.00	To HR/Software Maint
				Bureau TOTAL	.00	
500	01450708808 Reg of Voters/Local	01450708810	Reg of Voters/Local	000000000226337	85,000.00	To Reg of Voters/Election
				000000000226337	85,000.00	Fr Reg of Voters/Primary
				Bureau TOTAL	.00	
				Category TOTAL	.00	
TRFF	Transfer - Finance Board	101	01410111100 OPM/Salaries	000000000228268	8,400.00	BOR TRFF 07/10/14
			01410111203 OPM/Seasonal	000000000228268	8,400.00	BOR TRFF 07/10/14
				Bureau TOTAL	.00	
400	01440101100 Law/Salaries	01440101203	Law/Salaries	000000000228268	4,200.00	BOR TRFF 07/10/14
				000000000228268	4,200.00	BOR TRFF 07/10/14

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Category	Category Description	Bur.Account #	Description	Group Number	Transaction Amount	Transaction Description
				Bureau TOTAL	.00	
				Category TOTAL	.00	
				FINAL TOTALS TOTAL	.00	

*** END OF REPORT ***