

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:** September 25<sup>th</sup>, 2014

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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 September 25<sup>th</sup>, 2014, there were (5) Administrative Transfers and two (3) Board of Finance Transfers.

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

Thank you

Lee Berta

Category	Category Description	Bur.Account #	Description	Group Number	Transaction Amount	Transaction Description
TRFA	Transfer - Administrative	201 01421335500	Gov't Ctr/Copying &	000000000230854	92.00	FROM GOV'T CTR/BUILDING M
		01421336603	Gov't Ctr/Building M	000000000230854	92.00-	TO GOV'T CTR/COPYING & PR
		24432302200	Other Grants/Social	000000000226356	469.00	Fr Other Grants/Office Su
		24432306100	Other Grants/Office	000000000226356	469.00-	To Other Grants/Social Se
			Bureau TOTAL		.00	
205	01425373601 01425376603	Kweskin Theater/Cont	000000000226354	5,000.00	Fr Kweskin Theater/Buildi	
		Kweskin Theater/Buil	000000000226354	5,000.00-	To Kweskin Theater/Contra	
		Bureau TOTAL		.00		
206	01426001100 01426001301	Ops Adm/Salaries	000000000226353	8,000.00-	To Ops Adm/Overtime	
		Ops Adm/Overtime	000000000226353	8,000.00	Fr Ops Adm/Salaries	
		Bureau TOTAL		.00		
320	01432309024 01432309024 24401511100 24401511301 24401512100 24401516100 24402113202 24402116100 24402116907	Other Grants/Transfe	000000000228227	41,020.00	TRFA PSHW Year End Transf	
		Other Grants/Transfe	000000000228207	41,020.00-	TRFA PSHW Year End Transf	
		COA Outreach/Salarie	000000000230820	1,795.00	Fr COA/Overtime	
		COA Outreach/Overtim	000000000230820	1,795.00-	To COA/Salaries	
		COA Outreach/Medical	000000000230820	578.00-	To COA/Office Supplies	
		COA Outreach/Office	000000000230820	578.00	Fr COA/Medical & Life	
		TB Control/Conferenc	000000000228729	100.00-	To TB Control/Office Supp	
		TB Control/Office Su	000000000228729	600.00	Fr TB Control/Clinic/Conf	
		TB Control/Clinic Su	000000000228729	500.00-	To TB Control/Office Supp	
			Bureau TOTAL		.00	
330	01433005500 01433005500 01433008823 01433008823 01433615303 01433615303 24402183202 24402183601	Police/Copying & Pri	000000000228207	150.00	TRFA PSHW Year End Transf	
		Police/Copying & Pri	000000000228227	150.00-	TRFA PSHW Year End Transf	
		Police/Investigation	000000000228207	1,985.00-	TRFA PSHW Year End Transf	
		Police/Investigation	000000000228227	1,985.00	TRFA PSHW Year End Transf	
		Police SS/Communicat	000000000228207	920.00	TRFA PSHW Year End Transf	
		Police SS/Communicat	000000000228227	920.00-	TRFA PSHW Year End Transf	
		Arrest Enforcement P	000000000226355	3,815.00-	To Arrest Enforcement/Con	
		Arrest Enforcement P	000000000226355	3,815.00	Fr Arrest Enforcement/Con	
			Bureau TOTAL		.00	
		350	01435105405 01435105405	Fire/Postage	000000000228227	171.00-
Fire/Postage	000000000228207			171.00	TRFA PSHW Year End Transf	

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Category	Category Description	Bur. Account #	Description	Group Number	Transaction Amount	Transaction Description	Year	End
TRFA	Transfer - Administrative	350	Fire/Vehicle Maint	000000000228227	182.00	TRFA PSHW	Year	Transf
			Fire/Vehicle Maint	000000000228207	192.00	TRFA PSHW	Year	Transf
			Fire/Equipment Maint	000000000228227	10,541.00	TRFA PSHW	Year	Transf
			Fire/Equipment Maint	000000000228207	10,541.00	TRFA PSHW	Year	Transf
				Bureau TOTAL	.00			
		370	Smith House/Prof Con	000000000228207	12,030.00	TRFA PSHW	Year	Transf
			Smith House/Prof Con	000000000228227	12,030.00	TRFA PSHW	Year	Transf
			Smith House/Edu Trai	000000000228207	2,600.00	TRFA PSHW	Year	Transf
			Smith House/Edu Trai	000000000228227	2,600.00	TRFA PSHW	Year	Transf
			Smith House/Conf & T	000000000228207	732.00	TRFA PSHW	Year	Transf
			Smith House/Conf & T	000000000228227	732.00	TRFA PSHW	Year	Transf
			Smith House/Copying	000000000228227	1,345.00	TRFA PSHW	Year	Transf
			Smith House/Copying	000000000228207	1,345.00	TRFA PSHW	Year	Transf
			Smith House/Office S	000000000228207	1,007.00	TRFA PSHW	Year	Transf
			Smith House/Office S	000000000228227	1,007.00	TRFA PSHW	Year	Transf
			Smith House/Subscrip	000000000228207	100.00	TRFA PSHW	Year	Transf
			Smith House/Subscrip	000000000228227	100.00	TRFA PSHW	Year	Transf
			Smith House/Dues & F	000000000228227	4,000.00	TRFA PSHW	Year	Transf
			Smith House/Dues & F	000000000228207	4,000.00	TRFA PSHW	Year	Transf
			Smith House/Nursing	000000000228207	5,044.00	TRFA PSHW	Year	Transf
			Smith House/Nursing	000000000228227	5,044.00	TRFA PSHW	Year	Transf
			Recreation/Recreatio	000000000228207	384.00	TRFA PSHW	Year	Transf
			Recreation/Recreatio	000000000228227	384.00	TRFA PSHW	Year	Transf
			Housekeeping/Houseke	000000000228207	988.00	TRFA PSHW	Year	Transf
			Housekeeping/Houseke	000000000228227	988.00	TRFA PSHW	Year	Transf
			Housekeeping/Houseke	000000000228207	5,684.00	TRFA PSHW	Year	Transf
			Housekeeping/Houseke	000000000228227	5,684.00	TRFA PSHW	Year	Transf
			Maintenance/Contract	000000000228207	606.00	TRFA PSHW	Year	Transf
			Maintenance/Contract	000000000228227	606.00	TRFA PSHW	Year	Transf
			Maintenance/Gasoline	000000000228207	3,949.00	TRFA PSHW	Year	Transf
			Maintenance/Gasoline	000000000228227	3,949.00	TRFA PSHW	Year	Transf
			Maintenance/Water	000000000228207	600.00	TRFA PSHW	Year	Transf
			Maintenance/Water	000000000228227	600.00	TRFA PSHW	Year	Transf
			Maintenance/Fuel Oil	000000000228207	37,374.00	TRFA PSHW	Year	Transf
			Maintenance/Fuel Oil	000000000228227	37,374.00	TRFA PSHW	Year	Transf
			Maintenance/Electric	000000000228207	13,742.00	TRFA PSHW	Year	Transf
			Maintenance/Electric	000000000228227	13,742.00	TRFA PSHW	Year	Transf
			Maintenance/Vehicle	000000000228227	3,721.00	TRFA PSHW	Year	Transf
			Maintenance/Vehicle	000000000228207	3,721.00	TRFA PSHW	Year	Transf
			Maintenance/Building	000000000228227	8,483.00	TRFA PSHW	Year	Transf
			Maintenance/Building	000000000228207	8,483.00	TRFA PSHW	Year	Transf
			Maintenance/Grounds	000000000228227	1,102.00	TRFA PSHW	Year	Transf
			Maintenance/Grounds	000000000228207	1,102.00	TRFA PSHW	Year	Transf
			Maintenance/Grounds	000000000228227	9,581.00	TRFA PSHW	Year	Transf
			Maintenance/Grounds	000000000228207	9,581.00	TRFA PSHW	Year	Transf

Category	Category Description	Bur. Account #	Description	Group Number	Transaction Amount	Transaction Description
TRFA	Transfer - Administrative	370	Maintenance/Grounds	000000000228207	1,102.00-	TRFA PSHW Year End Transf
			Maintenance/Equipmen	000000000228207	2,554.00	TRFA PSHW Year End Transf
			Maintenance/Equipmen	000000000228227	2,554.00-	TRFA PSHW Year End Transf
			Laundry/Contracted S	000000000228207	7,995.00-	TRFA PSHW Year End Transf
			Laundry/Contracted S	000000000228227	7,995.00	TRFA PSHW Year End Transf
			Laundry/Contracted S	000000000228207	1,050.00	TRFA PSHW Year End Transf
			Laundry/Contracted S	000000000228227	1,050.00-	TRFA PSHW Year End Transf
			Laundry/Housekeeping	000000000228207	2,400.00-	TRFA PSHW Year End Transf
			Food Svs/Small Tools	000000000228227	2,400.00	TRFA PSHW Year End Transf
			Food Svs/Small Tools	000000000228207	2,277.00-	TRFA PSHW Year End Transf
			Food Svs/Dietary Sup	000000000228227	2,277.00	TRFA PSHW Year End Transf
			Food Svs/Dietary Sup	000000000228207	331.00-	TRFA PSHW Year End Transf
			Food Svs/Provisions	000000000228227	331.00	TRFA PSHW Year End Transf
			Food Svs/Provisions	000000000228207	1,600.00	TRFA PSHW Year End Transf
			Nursing Svs/Lab Test	000000000228207	1,600.00-	TRFA PSHW Year End Transf
			Nursing Svs/Lab Test	000000000228227	1,600.00	TRFA PSHW Year End Transf
			Nursing Svs/Contract	000000000228207	4,933.00-	TRFA PSHW Year End Transf
			Nursing Svs/Contract	000000000228227	4,933.00	TRFA PSHW Year End Transf
			Nursing Svs/Equipmen	000000000228207	4,255.00-	TRFA PSHW Year End Transf
			Nursing Svs/Equipmen	000000000228227	4,255.00	TRFA PSHW Year End Transf
			Nursing Svs/Medical	000000000228207	7,290.00-	TRFA PSHW Year End Transf
			Nursing Svs/Medical	000000000228227	7,290.00	TRFA PSHW Year End Transf
			Nursing Svs/Oxygen	000000000228207	580.00-	TRFA PSHW Year End Transf
			Nursing Svs/Oxygen	000000000228227	580.00	TRFA PSHW Year End Transf
			Nursing Svs/Chargeab	000000000228207	5,000.00-	TRFA PSHW Year End Transf
			Nursing Svs/Chargeab	000000000228227	5,000.00	TRFA PSHW Year End Transf
			Bureau TOTAL		.00	
			HR/Software Maintena	000000000229865	1,000.00-	Fr HR/Cap Out-Equip
			HR/Cap Out - Equip	000000000229865	1,000.00	To HR/Software Maint
			Bureau TOTAL		.00	
			Reg of Voters/Local	000000000226337	85,000.00	To Reg of Voters/Election
			Reg of Voters/Electi	000000000226337	85,000.00-	Fr Reg of Voters/Primary
			Bureau TOTAL		.00	
			STC/Human Resources-	000000000230437	70,000.00	C65201
			STC/Purchasing Syste	000000000230437	70,000.00-	C65201
			Bureau TOTAL		.00	

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Category	Category Description	Bur.Account #	Description	Group Number	Transaction Amount	Transaction Description
				Category TOTAL	.00	
TRFF	Transfer - Finance Board	101	OPM/Salaries	000000000228268	8.400.00-	BOR TRFF 07/10/14
			OPM/Seasonal	000000000228268	8.400.00	BOR TRFF 07/10/14
				Bureau TOTAL	.00	
		400	Law/Salaries	000000000228268	4.200.00-	BOR TRFF 07/10/14
			Law/Seasonal	000000000228268	4.200.00	BOR TRFF 07/10/14
			HR/Salaries	000000000230821	10.000.00-	To HR/Seasonal
			HR/Seasonal	000000000230821	10.000.00	Fr HR/Salaries
				Bureau TOTAL	.00	
				Category TOTAL	.00	
				FINAL TOTALS	.00	

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\*\*\* END OF REPORT \*\*\*