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: October 27th, 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 October 27th, 2014, there were (8) Administrative Transfers and two (7) Board of Finance Transfers.

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

Thank you

Lee Berta

City of Stamford
Budget Transfer/Adjustment Report
as of 10/27/14

Category	Category Description	Bur.	Account #	Description	Group Number	Transaction Amount	Transaction Description	
TRFA	Transfer - Administrative		24401623601	Hist Doc Pres Grant/	000000000231538	239.00-	TO HIST DOC PRES GRANT/OF	
			24401626100	Hist Doc Pres Grant/	000000000231538	239.00	FROM HIST DOC PRES GRANT/	
					Bureau TOTAL	.00		
		101	01410326100	Controller/Office Su	000000000232036	900.00-	TO CONTROLLER/SOFTWARE MA	1
			01410326610	Controller/Software	000000000232036	900.00	FR CONTROLLER/OFFICE SUPP	
					Bureau TOTAL	.00		
		201	01421296604	Leased Facilities/Gr	000000000232078	2,500.00-	TO LEASED FACILITIES/SM T	2
			01421296700	Leased Facilities/Sm	000000000232078	2,500.00	FR LEASED FACILITIES/GROU	
			01421335500	Gov't Ctr/Copying &	000000000230854	92.00	FROM GOV'T CTR/BUILDING M	3
			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	Kweskin Theater/Cont	000000000226354	5,000.00	Fr Kweskin Theater/Buildi	4
			01425376603	Kweskin Theater/Buil	000000000226354	5,000.00-	To Kweskin Theater/Contra	
					Bureau TOTAL	.00		
		206	01426001100	Ops Adm/Salaries	000000000226353	8,000.00-	To Ops Adm/Overtime	5
			01426001301	Ops Adm/Overtime	000000000226353	8,000.00	Fr Ops Adm/Salaries	
					Bureau TOTAL	.00		
		320	01432309024	Other Grants/Transfe	000000000228227	41,020.00	TRFA PSHW Year End Transf	
			01432309024	Other Grants/Transfe	000000000228207	41,020.00-	TRFA PSHW Year End Transf	
			24401511100	COA Outreach/Salarie	000000000230820	1,795.00	Fr COA/Overtime	
			24401511301	COA Outreach/Overtim	000000000230820	1,795.00-	To COA/Salaries	
			24401512100	COA Outreach/Medical	000000000230820	578.00-	To COA/Office Supplies	
			24401516100	COA Outreach/Office	000000000230820	578.00	Fr COA/Medical & Life	
			24402113202	TB Control/Conferenc	000000000228729	100.00-	To TB Control/Office Supp	
			24402116100	TB Control/Office Su	000000000228729	600.00	Fr TB Control/Clinic/Conf	
			24402116907	TB Control/Clinic Su	000000000228729	500.00-	To TB Control/Office Supp	
					Bureau TOTAL	.00		

City of Stamford
Budget Transfer/Adjustment Report
as of 10/27/14

Category	Category Description	Bur.	Account #	Description	Group Number	Transaction Amount	Transaction Description
TRFA	Transfer - Administrative	330	01433005500	Police/Copying & Pri	000000000228227	150.00-	TRFA PSHW Year End Transf
			01433005500	Police/Copying & Pri	000000000228207	150.00	TRFA PSHW Year End Transf
			01433008823	Police/Investigation	000000000228207	1,985.00-	TRFA PSHW Year End Transf
			01433008823	Police/Investigation	000000000228227	1,985.00	TRFA PSHW Year End Transf
			01433615303	Police SS/Communicat	000000000228207	920.00	TRFA PSHW Year End Transf
			01433615303	Police SS/Communicat	000000000228227	920.00-	TRFA PSHW Year End Transf
			24402183202	Arrest Enforcement P	000000000226355	3,815.00-	To Arrest Enforcement/Con
			24402183601	Arrest Enforcement P	000000000226355	3,815.00	Fr Arrest Enforcement/Con
					Bureau TOTAL	.00	
		350	01435105405	Fire/Postage	000000000228227	171.00-	TRFA PSHW Year End Transf
			01435105405	Fire/Postage	000000000228207	171.00	TRFA PSHW Year End Transf
			01435106601	Fire/Vehicle Maint	000000000228227	182.00	TRFA PSHW Year End Transf
			01435106601	Fire/Vehicle Maint	000000000228207	182.00-	TRFA PSHW Year End Transf
			01435106605	Fire/Equipment Maint	000000000228207	10,541.00-	TRFA PSHW Year End Transf
			01435106605	Fire/Equipment Maint	000000000228227	10,541.00	TRFA PSHW Year End Transf
					Bureau TOTAL	.00	
		370	01437103001	Smith House/Prof Con	000000000228227	12,030.00	TRFA PSHW Year End Transf
			01437103001	Smith House/Prof Con	000000000228207	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	000000000228207	100.00	TRFA PSHW Year End Transf
			01437106401	Smith House/Subscrip	000000000228227	100.00-	TRFA PSHW Year End Transf
			01437108100	Smith House/Dues & F	000000000228227	4,000.00-	TRFA PSHW Year End Transf
			01437108100	Smith House/Dues & F	000000000228207	4,000.00	TRFA PSHW Year End Transf
			01437108105	Smith House/Nursing	000000000228207	5,044.00	TRFA PSHW Year End Transf
			01437108105	Smith House/Nursing	000000000228227	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	000000000228227	988.00-	TRFA PSHW Year End Transf
			01437406911	Housekeeping/Houseke	000000000228207	5,684.00-	TRFA PSHW Year End Transf
			01437406911	Housekeeping/Houseke	000000000228207	988.00	TRFA PSHW Year End Transf
			01437406911	Housekeeping/Houseke	000000000228227	5,684.00	TRFA PSHW Year End Transf
			01437503601	Maintenance/Contract	000000000228207	606.00-	TRFA PSHW Year End Transf
			01437503601	Maintenance/Contract	000000000228227	606.00	TRFA PSHW Year End Transf
			01437505101	Maintenance/Gasoline	000000000228227	3,949.00-	TRFA PSHW Year End Transf

City of Stamford
Budget Transfer/Adjustment Report
as of 10/27/14

Category	Category Description	Bur.	Account #	Description	Group Number	Transaction Amount	Transaction Description
TRFA	Transfer - Administrative	370	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	000000000228207	8.483.00-	TRFA PSHW Year End Transf
			01437506603	Maintenance/Building	000000000228227	8.483.00	TRFA PSHW Year End Transf
			01437506604	Maintenance/Grounds	000000000228227	9.581.00-	TRFA PSHW Year End Transf
			01437506604	Maintenance/Grounds	000000000228227	1.102.00	TRFA PSHW Year End Transf
			01437506604	Maintenance/Grounds	000000000228207	9.581.00	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
			01437606911	Laundry/Housekeeping	000000000228207	1.050.00	TRFA PSHW Year End Transf
			01437606911	Laundry/Housekeeping	000000000228227	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	000000000228227	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	000000000228227	2.277.00-	TRFA PSHW Year End Transf
			01437706910	Food Svs/Provisions	000000000228227	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	000000000228227	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	000000000228227	4.933.00	TRFA PSHW Year End Transf
			01437804400	Nursing Svs/Equipmen	000000000228227	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	000000000228227	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	000000000228227	580.00	TRFA PSHW Year End Transf
			01437806915	Nursing Svs/Oxygen	000000000228207	580.00-	TRFA PSHW Year End Transf
			01437806916	Nursing Svs/Chargeab	000000000228227	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	01440203203	HR/Civil Service Exa	000000000231954	4.000.00-	TO HR/RECRUIT & HIRING
			01440203302	HR/Recruit & Hiring	000000000231954	7.000.00	FR HR/MINORITY RECRUIT CO
			01440203306	HR/Minority Recruit	000000000231954	1.000.00-	TO HR/RECRUIT & HIRING
			01440205500	HR/Copying & Printin	000000000231954	2.000.00-	TO HR/RECRUIT & HIRING

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Budget Transfer/Adjustment Report
as of 10/27/14

Category	Category Description	Bur.	Account #	Description	Group Number	Transaction Amount	Transaction Description	
TRFA	Transfer - Administrative	400	01440206610	HR/Software Maintena	000000000229865	1.000.00-	Fr HR/Cap Out-Equip	7
			01440207301	HR/Cap Out - Equip	000000000229865	1.000.00	To HR/Software Maint	
					Bureau TOTAL	.00		
		500	01450708808	Reg of Voters/Local	000000000226337	85.000.00	To Reg of Voters/Election	8
			01450708810	Reg of Voters/Electi	000000000226337	85.000.00-	Fr Reg of Voters/Primary	
					Bureau TOTAL	.00		
		700	10471168109	STC/Human Resources-	000000000230437	70.000.00	C65201	
			10471168115	STC/Purchasing Syste	000000000230437	70.000.00-	C65201	
					Bureau TOTAL	.00		
					Category TOTAL	.00		
TRFF	Transfer - Finance Board	101	01410111100	OPM/Salaries	000000000228268	8.400.00-	BOR TRFF 07/10/14	
			01410111202	OPM/Permanent Part-T	000000000231904	6.339.00	BOF TRFF 10/09/14	
			01410111203	OPM/Seasonal	000000000231904	12.540.00	BOF TRFF 10/09/14	
			01410111203	OPM/Seasonal	000000000228268	8.400.00	BOR TRFF 07/10/14	1,2,3
			01410112200	OPM/Social Security	000000000231904	1.445.00	BOF TRFF 10/09/14	
			01410121100	Grants/Salaries	000000000232058	23.562.00-	BOF TRFF 08/14/14	
			01410121203	Grants/Seasonal	000000000232058	23.562.00	BOF TRFF 08/14/14	
			01410201100	Assessor/Salaries	000000000231904	20.324.00-	BOF TRFF 10/09/14	
					Bureau TOTAL	.00		
		201	01421371203	Building Insp/Season	000000000231904	12.540.00	BOF TRFF 10/09/14	
			01421372200	Building Insp/Social	000000000231904	960.00	BOF TRFF 10/09/14	4,5
			01421411100	Transf Station/Salar	000000000231904	13.500.00-	BOF TRFF 10/09/14	
			29421391202	Parking/Permanent Pa	000000000231904	46.067.00	BOF TRFF 10/09/14	
			29421392200	Parking/Social Secur	000000000231904	3.524.00	BOF TRFF 10/09/14	
			29421399002	Parking/Transfer to	000000000231904	49.591.00-	BOF TRFF 10/09/14	
					Bureau TOTAL	.00		
		400	01440101100	Law/Salaries	000000000228268	4.200.00-	BOR TRFF 07/10/14	6,7
			01440101203	Law/Seasonal	000000000228268	4.200.00	BOR TRFF 07/10/14	
			01440201100	HR/Salaries	000000000230821	10.000.00-	To HR/Seasonal	
			01440201203	HR/Seasonal	000000000230821	10.000.00	Fr HR/Salaries	

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

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