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: December 1st, 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.

<u>Non-Salary to Non-Salary Transfers:</u> 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.

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

As of December 1st, 2014, there were ten (10) Administrative Transfers and eleven (11) 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 12/01/14

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	
			01421336603	Gov't Ctr/Building M	000000000233693	4,000.00-	TO MAINTENANCE/HOUSEKEEPI	
			01421353601	Maintenance/Contract	000000000233694	3,000.00	FR MAINTENANCE/BUILDING M	4
			01421356603	Maintenance/Building	000000000233694	3,000.00-	TO MAINTENANCE/CONTRACTED	
			01421356911	Maintenance/Housekee	000000000233693	4,000.00	FR GOV'T CTR/BUILDING MAI	
			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	5
			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	6
			01426001301	Ops Adm/Overtime	000000000226353	8,000.00	Fr Ops Adm/Salaries	
					Bureau TOTAL	.00		
		320	01432309024	Other Grants/Transfe	000000000228207	41,020.00-	TRFA PSHW Year End Transf	
			01432309024	Other Grants/Transfe	000000000228227	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	

City of Stamford
Budget Transfer/Adjustment Report
as of 12/01/14

Category	Category Description	Bur.Account #	Description	Group Number		Transaction Amount	Transaction Description
					Bureau TOTAL	.00	
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	000000000228207		171.00	TRFA PSHW Year End Transf
		01435105405	Fire/Postage	000000000228227		171.00-	TRFA PSHW Year End Transf
		01435106601	Fire/Vehicle Maint	000000000228207		182.00-	TRFA PSHW Year End Transf
		01435106601	Fire/Vehicle Maint	000000000228227		182.00	TRFA PSHW Year End Transf
		01435106605	Fire/Equipment Maint	000000000228227		10,541.00	TRFA PSHW Year End Transf
		01435106605	Fire/Equipment Maint	000000000228207		10,541.00-	TRFA PSHW Year End Transf
					Bureau TOTAL	.00	
		370 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	000000000228227		1,345.00-	TRFA PSHW Year End Transf
		01437105500	Smith House/Copying	000000000228207		1,345.00	TRFA PSHW Year End Transf
		01437106100	Smith House/Office S	000000000228227		1,007.00	TRFA PSHW Year End Transf
		01437106100	Smith House/Office S	000000000228207		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		5,684.00	TRFA PSHW Year End Transf
		01437406911	Housekeeping/Houseke	000000000228207		988.00	TRFA PSHW Year End Transf
		01437406911	Housekeeping/Houseke	000000000228207		5,684.00-	TRFA PSHW Year End Transf
		01437406911	Housekeeping/Houseke	000000000228227		988.00-	TRFA PSHW Year End Transf

City of Stamford
Budget Transfer/Adjustment Report
as of 12/01/14

Category	Category Description	Bur.Account #	Description	Group Number	Transaction Amount	Transaction Description
TRFA	Transfer - Administrative370	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	000000000228227	13.742.00-	TRFA PSHW Year End Transf
		01437506204	Maintenance/Electric	000000000228207	13.742.00	TRFA PSHW Year End Transf
		01437506601	Maintenance/Vehicle	000000000228207	3.721.00	TRFA PSHW Year End Transf
		01437506601	Maintenance/Vehicle	000000000228227	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	1.102.00	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	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	000000000228227	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	000000000228227	2.400.00-	TRFA PSHW Year End Transf
		01437706909	Food Svs/Dietary Sup	000000000228227	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	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	000000000228227	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	000000000228227	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	000000000228227	7.290.00	TRFA PSHW Year End Transf
		01437806915	Nursing Svs/Oxygen	000000000228207	580.00-	TRFA PSHW Year End Transf
		01437806915	Nursing Svs/Oxygen	000000000228227	580.00	TRFA PSHW Year End Transf
		01437806916	Nursing Svs/Chargeab	000000000228207	5.000.00	TRFA PSHW Year End Transf
		01437806916	Nursing Svs/Chargeab	000000000228227	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

City of Stamford
Budget Transfer/Adjustment Report
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Category	Category Description	Bur.	Account #	Description	Group Number	Transaction Amount	Transaction Description	
TRFA	Transfer - Administrative	400	01440203302	HR/Recruit & Hiring	000000000231954	7,000.00	FR HR/MINORITY RECRUIT CO	7
			01440203306	HR/Minority Recruit	000000000231954	1,000.00-	TO HR/RECRUIT & HIRING	
			01440205500	HR/Copying & Printin	000000000231954	2,000.00-	TO HR/RECRUIT & HIRING	
			01440206610	HR/Software Maintena	000000000229865	1,000.00-	Fr HR/Cap Out-Equip	
			01440207301	HR/Cap Out - Equip	000000000229865	1,000.00	To HR/Software Maint	10
					Bureau TOTAL	.00		
		500	01450708808	Reg of Voters/Local	000000000232925	103,263.76-	TO REG OF VOTERS/ELECTION	8
			01450708808	Reg of Voters/Local	000000000226337	85,000.00	To Reg of Voters/Election	
			01450708810	Reg of Voters/Electi	000000000226337	85,000.00-	Fr Reg of Voters/Primary	9
			01450708810	Reg of Voters/Electi	000000000232925	103,263.76	FR REG OF VOTERS/LOCAL PR	
					Bureau TOTAL	.00		
		620	40462108503	CDBG Pub Svs/Domesti	000000000232402	6,500.00	FR HOUSING/PI/ED/PUBL SER	
			40462108574	CDBG Pub Svs/Sickle	000000000232402	5,000.00	FR HOUSING/PI/ED/PUBL SER	
			40462108593	CDBG Pub Svs/Bread o	000000000232402	21,500.00-	TO CDBG PROJECT CD5421 FY	
			40462208518	CDBG Pub Imp/Domus F	000000000232402	1,400.00-	TO CDBG PROJECT CD5421 FY	
			40462208522	CDBG Pub Imp/Child C	000000000232402	1,310.00-	TO CDBG PROJECT CD5421 FY	
			40462208541	CDBG Pub Imp/Inspiri	000000000232402	65.00-	TO CDBG PROJECT CD5421 FY	
			40462208546	CDBG Pub Imp/LMG Inc	000000000232402	18,434.00	FR HOUSING/PI/ED/PUBL SER	
			40462208583	CDBG Pub Imp/Shelter	000000000232402	.34-	TO CDBG PROJECT CD5421 FY	
			40462208594	CDBG Pub Imp/Child G	000000000232402	1,645.00-	TO CDBG PROJECT CD5421 FY	
			40462508541	CDBG Hsg SubGr/Inspi	000000000232402	8.66-	TO CDBG PROJECT CD5421 FY	
			40462508564	CDBG Hsg SubGr/Housi	000000000232402	4,005.00-	TO CDBG PROJECT CD5421 FY	
					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	000000000228268	8,400.00	BOR TRFF 07/10/14	1,2,3
			01410111203	OPM/Seasonal	000000000231904	12,540.00	BOF TRFF 10/09/14	
			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	

City of Stamford
Budget Transfer/Adjustment Report
as of 12/01/14

Category	Category Description	Bur.	Account #	Description	Group Number	Transaction Amount	Transaction Description	
TRFF	Transfer - Finance Board	101	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	01421371202	Building Insp/Perman	000000000233237	17,628.00	BOF TRFF 11/13/14	
			01421371203	Building Insp/Season	000000000231904	12,540.00	BOF TRFF 10/09/14	
			01421371203	Building Insp/Season	000000000233237	17,628.00-	BOF TRFF 11/13/14	
			01421372200	Building Insp/Social	000000000231904	960.00	BOF TRFF 10/09/14	
			01421411100	Transf Station/Salar	000000000231904	13,500.00-	BOF TRFF 10/09/14	
			01421431202	Collection/Permanent	000000000233237	27,453.00	BOF TRFF 11/13/14	
			01421431203	Collection/Seasonal	000000000233237	27,453.00-	BOF TRFF 11/13/14	
			29421391202	Parking/Permanent Pa	000000000233237	97,338.00	BOF TRFF 11/13/14	4,5
			29421391202	Parking/Permanent Pa	000000000231904	46,067.00	BOF TRFF 10/09/14	
			29421391203	Parking/Seasonal	000000000233237	97,338.00-	BOF TRFF 11/13/14	
			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		
		204	33424111100	Process Control/Sala	000000000233237	12,473.00-	BOF TRFF 11/13/14	
			33424231202	PumpStation Mnt/Perm	000000000233237	12,473.00	BOF TRFF 11/13/14	
					Bureau TOTAL	.00		
		205	01425311202	Aquatics/Permanent P	000000000233237	28,582.00	BOF TRFF 11/13/14	6
			01425311203	Aquatics/Seasonal	000000000233237	28,582.00-	BOF TRFF 11/13/14	
					Bureau TOTAL	.00		
		320	24402101100	Cost Sharing/Salarie	000000000233241	3,122.00-	BOF TRFF 11/13/14	
			24402101202	Cost Sharing/Permane	000000000233241	6,333.00-	BOF TRFF 11/13/14	
			24402101203	Cost Sharing/Seasona	000000000233241	12,061.00	BOF TRFF 11/13/14	
			24402102100	Cost Sharing/Medical	000000000233241	9,796.00-	BOF TRFF 11/13/14	
			24402102200	Cost Sharing/Social	000000000233241	190.00	BOF TRFF 11/13/14	
			24402103001	Cost Sharing/Prof Co	000000000233241	7,000.00	BOF TRFF 11/13/14	
					Bureau TOTAL	.00		
		330	01433001100	Police/Salaries	000000000233237	25,291.00-	BOF TRFF 11/13/14	7
			01433001202	Police/Permanent Par	000000000233237	25,291.00	BOF TRFF 11/13/14	

Category	Category Description	Bur.	Account #	Description	Group Number		Transaction Amount	Transaction Description	
						Bureau TOTAL	.00		
TRFF	Transfer - Finance Board	370	01437101202	Smith House/Permanen	000000000233237		10,442.00	BOF TRFF 11/13/14	8,9
			01437101203	Smith House/Seasonal	000000000233237		10,442.00-	BOF TRFF 11/13/14	
			01437801201	Nursing Svs/Part-Tim	000000000233237		179,803.00-	BOF TRFF 11/13/14	
			01437801202	Nursing Svs/Permanen	000000000233237		179,803.00	BOF TRFF 11/13/14	
						Bureau TOTAL	.00		
		400	01440101100	Law/Salaries	000000000228268		4,200.00-	BOR TRFF 07/10/14	10,11
			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	
						Bureau TOTAL	.00		
						Category TOTAL	.00		
						FINAL TOTALS TOTAL	.00		

*** END OF REPORT ***