

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 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 January 29th 2014, there were thirty one (31) Administrative Transfers and fourteen (14) 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	01410326100	Controller/Office Su	000000000232036	900.00-	TO CONTROLLER/SOFTWARE MA
		01410326610	Controller/Software	000000000232036	900.00	FR CONTROLLER/OFFICE SUPP
				Bureau TOTAL	.00	
201		01421216610	Vehicle Mnt./Software	000000000235647	150.00	FR VEHICLE MNT./PROTECTIVE
		01421216901	Vehicle Mnt./Protecti	000000000235647	150.00-	TO VEHICLE MNT./SOFTWARE M
		01421293603	Leased Facilities/Co	000000000235648	2,500.00-	FR MAINTENANCE/PEST CONTR
		01421295901	Leased Facilities/Pe	000000000235883	2,000.00	FR MAINTENANCE/PEST CONTR
		01421296506	Leased Facilities/OS	000000000235883	2,500.00	FR MAINTENANCE/OSHA SAFET
		01421296603	Leased Facilities/Bu	000000000235883	9,313.00	FR MAINTENANCE/BUILDING M
		01421296603	Leased Facilities/Bu	000000000234814	6,170.00	FR MAINTENANCE/CONTRACT-S
		01421296604	Leased Facilities/Gr	000000000232078	2,500.00-	TO LEASED FACILITIES/SM T
		01421296700	Leased Facilities/Sm	000000000232078	2,500.00	FR LEASED FACILITIES/GROU
		01421296911	Leased Facilities/Ho	000000000235883	3,000.00	FR MAINTENANCE/PEST CONTR
		01421335500	Gov't Ctr/Copying &	000000000230854	92.00	FROM GOV'T CTR/BUILDING M
		01421336603	Gov't Ctr/Building M	000000000233693	4,000.00-	TO MAINTENANCE/HOUSEKEEPI
		01421336603	Gov't Ctr/Building M	000000000230854	7,698.00	TO GOV'T CTR/COPYING & PR
		01421336603	Gov't Ctr/Building M	000000000235452	10,761.00	FR MAINTENANCE/BUILDING M
		01421351100	Maintenance/Salaries	000000000234934	10,761.00	FR MAINTENANCE/OT
		01421351301	Maintenance/Overtime	000000000234934	3,000.00	TO MAINTENANCE/SALARIES
		01421353601	Maintenance/Contract	000000000233694	3,000.00	FR MAINTENANCE/BUILDING M
		01421353603	Maintenance/Contract	000000000234814	6,170.00-	TO LEASED FACILITIES/BUILD
		01421353603	Maintenance/Contract	000000000234813	6,170.00-	TO MAINTENANCE/HOUSEKEEPI
		01421355901	Maintenance/Pest Con	000000000235648	2,500.00-	TO LEASED FACILITIES/CONT
		01421355901	Maintenance/Pest Con	000000000235883	5,000.00-	TO LEASE FACILITIES/HSKPNG SUP
		01421356506	Maintenance/OSHA Saf	000000000235883	2,500.00-	TO LEASED FACILITIES/OSHA
		01421356603	Maintenance/Buiding	000000000235883	9,313.00	TO LEASED FACILITIES/BUILD
		01421356603	Maintenance/Buiding	000000000235452	5,000.00-	TO GOV'T CTR/BUILDING MAI
		01421356603	Maintenance/Buiding	000000000235452	7,698.00	TO GOV'T CTR/BUILDING MAI
		01421356603	Maintenance/Buiding	000000000233694	3,000.00-	TO MAINTENANCE/CONTRACTED
		01421356911	Maintenance/Housekee	000000000234813	6,170.00	FR MAINTENANCE/CONTRACT-S
		01421356911	Maintenance/Housekee	000000000235452	5,000.00	FR MAINTENANCE/BUILDING M
		01421356911	Maintenance/Housekee	000000000233693	4,000.00	FR GOV'T CTR/BUILDING MAI
		01421411100	Transf Station/Salar	000000000234463	35,000.00-	TO TRANSFER STATION/OVERT
		01421411301	Transf Station/Overt	000000000234463	35,000.00	FR TRANSFER STATION/SALAR
		01421445910	Haulaway/Brush	000000000234933	15,000.00-	TO HAULAWAY/LEAVES
		01421445911	Haulaway/Leaves	000000000234933	15,000.00	FR HAULAWAY/BRUSH
				Bureau TOTAL	.00	
205		01425373601	Kweskin Theater/Cont	000000000226354	5,000.00	Fr Kweskin Theater/Buildi
		01425376603	Kweskin Theater/Buil	000000000226354	5,000.00-	To Kweskin Theater/Contr

2-14

7

Category	Category Description	Bur. Account #	Description	Group Number	Transaction Amount	Transaction Description
TRFA	Transfer - Administrative	206	Ops Adm/Salaries Ops Adm/Overtime	000000000226353 000000000226353	.00 8,000.00- 8,000.00-	To Ops Adm/Overtime Fr Ops Adm/Salaries
				Bureau TOTAL		
					.00	
		310	SHW/Salaries SHW/Overtime	000000000235843 000000000235843	3,000.00- 3,000.00-	To SHW/Overtime Fr SHW/Salaries
				Bureau TOTAL		
					.00	
		320	Other Grants/Transfe Other Grants/Transfe	000000000228207 000000000228227	41,020.00- 41,020.00-	TRFA PSHW Year End Transf TRFA PSHW Year End Transf
				Bureau TOTAL		
					.00	
330		01433003302 01433003305 01433005500 01433005500 01433005500 01433006603 01433006700 01433008823 01433008823 01433615301 01433615303 01433615303 01433616204 01433616204 01433616205 01433616206 01433616601 01433661100 01433661301	Police/Recruit & Hir Police/EAP Program Police/Copying & Pri Police/Copying & Pri Police/Copying & Pri Police/Building Main Police/Small Tools & Police/Investigation Police/Investigation Police SS/Telephone Police SS/Communicat Police SS/Communicat Police SS/Electric - Police SS/Electric - Police SS/Natural Ga Police SS/Sewer - Ut Police SS/Vehicle Ma Animal Control/Salar Animal Control/Overt	000000000234885 000000000234885 000000000228207 000000000228227 000000000228227 000000000235610 000000000235841 000000000234765 000000000228227 000000000228207 000000000235841 000000000228227 000000000228207 000000000235610 000000000235610 000000000235611 000000000234765 000000000235609 000000000235609	10,000.00- 10,000.00- 150.00- 150.00- 6,000.00- 5,000.00- 37,000.00- 1,985.00- 1,985.00- 5,000.00- 920.00- 920.00- 3,000.00- 200.00- 3,000.00- 200.00- 37,000.00- 25,000.00- 25,000.00-	Fr Police/EAP Program To Police/Recruit & Hir TRFA PSHW Year End Transf TRFA PSHW Year End Transf FR POLICE SUPPORT SRV/UTI Fr Police SS/Telephone Fr Police SS/Vehicle Mnt TRFA PSHW Year End Transf TRFA PSHW Year End Transf To Police/Building Maint TRFA PSHW Year End Transf TRFA PSHW Year End Transf TO POLICE/COPYING & PRINT TO POLICE/SS/SEWER-UTILIT TO POLICE/COPYING & PRINT FR POLICE SS/ELECTRIC-UTI To Police/Small Tools & R TO ANIMAL CONTROL/OVERTIM FR ANIMAL CONTROL/SALARIE
				Bureau TOTAL		
					.00	
350		01435105405 01435105405 01435106601	Fire/Postage Fire/Postage Fire/Vehicle Maint	000000000228207 000000000228227 000000000228207	171.00 171.00- 182.00-	TRFA PSHW Year End Transf TRFA PSHW Year End Transf TRFA PSHW Year End Transf

20-25

01/29/15 15:35:28

PAGE 3

City of Stamford
Budget Transfer/Adjustment Report
as of 01/29/15

Category	Category Description	Bur. Account #	Description	Group Number	Transaction Amount	Transaction Description
TRFA Transfer - Administrative	350	01435106601	Fire/Vehicle Maint	000000000228227	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	000000000234472	6,000.00	To Recreation/Recreation
		01437103001	Smith House/Prof Con	000000000228207	12,030.00	TRFA PSHW Year End Transf
		01437103201	Smith House/Edu Trai	000000000228227	2,600.00	TRFA PSHW Year End Transf
		01437103201	Smith House/Edu Trai	000000000228207	2,600.00	TRFA PSHW Year End Transf
		01437103202	Smith House/Conf & T	000000000228207	732.00	TRFA PSHW Year End Transf
		01437103202	Smith House/Conf & T	000000000228227	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	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	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	000000000234472	6,000.00	Fr Smith House/Prof Consu
		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	000000000228207	5,684.00	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	000000000228207	3,949.00	TRFA PSHW Year End Transf
		01437505101	Maintenance/Gasoline	000000000228227	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	000000000228207	37,374.00	TRFA PSHW Year End Transf
		01437506203	Maintenance/Fuel Oil	000000000228227	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	000000000228207	3,721.00	TRFA PSHW Year End Transf
		01437506601	Maintenance/Vehicle	000000000228227	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	000000000228207	1,102.00	TRFA PSHW Year End Transf
		01437506604	Maintenance/Grounds	000000000228227	1,102.00	TRFA PSHW Year End Transf

26

Category	Category Description	Bur. Account #	Description	Group Number	Transaction Amount	Transaction Description
TRFA	Transfer - Administrative	370	Maintenance/Grounds	000000000228207	9,581.00	TRFA PSHW Year End Transf
			Maintenance/Grounds	000000000228227	9,581.00	TRFA PSHW Year End Transf
			Maintenance/Equipmen	000000000228227	2,554.00	TRFA PSHW Year End Transf
			Maintenance/Equipmen	000000000228207	2,554.00	TRFA PSHW Year End Transf
			Laundry/Contracted S	000000000228227	7,995.00	TRFA PSHW Year End Transf
			Laundry/Contracted S	000000000228207	7,995.00	TRFA PSHW Year End Transf
			Laundry/Housekeeping	000000000228207	1,050.00	TRFA PSHW Year End Transf
			Laundry/Housekeeping	000000000228227	1,050.00	TRFA PSHW Year End Transf
			Food Svs/Small Tools	000000000228207	2,400.00	TRFA PSHW Year End Transf
			Food Svs/Small Tools	000000000228227	2,400.00	TRFA PSHW Year End Transf
			Food Svs/Dietary Sup	000000000228207	2,277.00	TRFA PSHW Year End Transf
			Food Svs/Dietary Sup	000000000228227	2,277.00	TRFA PSHW Year End Transf
			Food Svs/Provisions	000000000228227	331.00	TRFA PSHW Year End Transf
			Food Svs/Provisions	000000000228207	331.00	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	000000000228227	5,000.00	TRFA PSHW Year End Transf
			Nursing Svs/Chargeab	000000000228207	5,000.00	TRFA PSHW Year End Transf
			Bureau TOTAL		.00	
400			HR/Civil Service Exa	000000000231954	4,000.00	TO HR/RECRUIT & HIRING CO
			HR/Recruit & Hiring	000000000231954	7,000.00	FR HR/RECRUIT & HIRING
			HR/Minority Recruit	000000000231954	1,000.00	TO HR/RECRUIT & HIRING
			HR/Copying & Printin	000000000231954	2,000.00	TO HR/RECRUIT & HIRING
			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	
500			Reg of Voters/Local	000000000232925	103,263.76	TO REG OF VOTERS/ELECTION
			Reg of Voters/Local	000000000232925	85,000.00	To Reg of Voters/Election
			Reg of Voters/Electi	000000000232925	103,263.76	FR REG OF VOTERS/LOCAL PR
			Reg of Voters/Electi	000000000232925	85,000.00	Fr Reg of Voters/Primary
			Patriotic Comm/Memor	000000000233763	352.15	TO PATRIOTIC COMM/VETERAN
			Patriotic Comm/Veter	000000000233763	352.15	FR PATRIOTIC COMM/MEMORIA

27,28

2A-31

01/29/15 15:35:28

City of Stamford
Budget Transfer/Adjustment Report
as of 01/29/15

PAGE 5

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 ***

01/29/15 14:32:58

City of Stamford
Budget Transfer/Adjustment Report
as of 01/29/15

PAGE 1

Category	Category Description	Bur. Account #	Description	Group Number	Transaction Amount	Transaction Description
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
			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
			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	000000000233237	17,628.00-	BOF TRFF 11/13/14
			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
			01421411100 Transf Station/Salar	000000000231904	13,500.00-	BOF TRFF 10/09/14
			01421421100 Recycling/Salaries	000000000235439	25,000.00-	BOF TRFF 01/08/15
			01421421203 Recycling/Seasonals	000000000235439	25,000.00	BOF TRFF 01/08/15
			01421431202 Collection/Permanent	000000000233237	27,453.00	BOF TRFF 11/13/14
			01421431203 Collection/Seasonal	000000000233237	27,453.00-	BOF TRFF 11/13/14
			Bureau TOTAL		.00	
		205	01425311202 Aquatics/Permanent P	000000000233237	28,582.00	BOF TRFF 11/13/14
			01425311203 Aquatics/Seasonal	000000000233237	28,582.00-	BOF TRFF 11/13/14
			Bureau TOTAL		.00	
		330	01433001100 Police/Salaries	000000000233237	25,291.00-	BOF TRFF 11/13/14
			01433001202 Police/Permanent Par	000000000233237	25,291.00	BOF TRFF 11/13/14
			Bureau TOTAL		.00	
		370	01437101202 Smith House/Permanen	000000000233237	10,442.00	BOF TRFF 11/13/14
			01437101203 Smith House/Seasonal	000000000233237	10,442.00-	BOF TRFF 11/13/14
			01437701100 Food Svs/Salaries	000000000235439	112,000.00-	BOF TRFF 01/08/15
			01437703601 Food Svcs/Contracted	000000000235439	112,000.00	BOF TRFF 01/08/15
			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	

1-3

4-7

8

9

10-12

01/29/15 14:32:58

City of Stamford
Budget Transfer/Adjustment Report
as of 01/29/15

PAGE 2

Category	Category Description	Bur.Account #	Description	Group Number	Transaction Amount	Transaction Description
TRFF	Transfer - Finance Board	400	01440101100	Law/Salaries	000000000228268	4,200.00- BOR TRFF 07/10/14
			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	.00	
				TOTAL	.00	

13-14

*** END OF REPORT ***