

Mayor
David R. Martin



CITY OF STAMFORD
OFFICE OF POLICY & MANAGEMENT
STAMFORD GOVERNMENT CENTER
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CT 06901-2152

MEMORANDUM

To: The Board of Finance
From: Lee Berta, Assistant OPM Director
Subject: Board of Finance and Administrative Transfers
Date: August 28st, 2015

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. C8-30-11.

- *All appropriations in the operating budget for the ensuing fiscal year made by the Board of Representatives shall be made by items, specifying the amount of money appropriated therein and the purpose for which the amount is appropriated. Except as specifically set forth in this section, no money appropriated for any item shall be used for any other purpose, but transfers of appropriations may, with the approval of the Board of Finance, be made in proper cases from one item to another. Notwithstanding the foregoing, with the approval of the Director of Administration (or the Mayor, in the case of the Office of Administration), (1) a transfer or transfers between non-salary line item accounts within an office, department, board, commission, authority or agency not to exceed (a) in the case of any single transfer, the greater of \$50,000 or 5% of the budget of said office, department, board, commission, authority or agency and (b) in the case of all such transfers during any fiscal year, the greater of \$100,000 or 10% of the budget of said office, department, board, commission, authority or agency, may be made in any one fiscal year, and (2) transfers of up to 10% of the annual appropriation from salary accounts to overtime accounts and/or from overtime accounts to salary accounts. At the end of each fiscal year, any unencumbered balance in any group of appropriations in the current operating budget not necessary to meet liabilities already incurred with respect to such group shall cease to be available for the purpose for which they were appropriated, with the exception of grants which have been extended by federal or state authority into the next fiscal year.*

- *(Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995)*

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		101 01410103001	Dir of Admin/Prof Co	000000000246917	43,000.00-	To Dir Admin/Actuarial &		
		01410103009	Dir of Admin/Actuari	000000000246917	43,000.00	Fr DirAdmin/ProfConsult&O		
		01410105405	Dir of Admin/Postage	000000000246917	300.00	Fr DirAdmin/ProfConsult&O		
		01410106100	Dir of Admin/Office	000000000246917	300.00-	To Dir Admin/Actuarial &		
		01410223601	Revenue Svs/Contract	000000000246527	2,500.00-	TO REVENUE SVS/COPPYING &		
		01410223601	Revenue Svs/Contract	000000000246916	4,725.00-	To Revenue Svs/Facility R		
		01410224401	Revenue Svs/Facility	000000000246916	4,725.00	Fr Revenue Svs/Contracted		
		01410225500	Revenue Svs/Copying	000000000246527	2,500.00	FR REVENUE SVS/CONTRACTED		
					Bureau TOTAL		.00	
		201		01421215500	Vehicle Mnt/Copying	000000000246776	1,500.00	Fr Vehicle Maintenance/So
01421216610	Vehicle Mnt/Software			000000000246776	1,500.00-	To Vehicle Maintenance/Co		
01421286801	Maintenance Admin/La			000000000246709	3,500.00-	To Clothing Allowance		
01421341501	Parks Maintenance/CI			000000000246709	2,125.00	Fr Maintenance Admin/Laun		
01421351501	Facilities Mtn/Cloth			000000000246709	1,375.00	Fr Maintenance Admin/Laun		
01421414400	Transf Station/Equip			000000000246568	4,425.00	FR TRANSFER STATION/EQUIP		
01421416605	Transf Station/Equip			000000000246568	4,425.00-	TO TRANSFER STATION/EQUIP		
			Bureau TOTAL		.00			
350		01435105301	Fire/Telephone	000000000243905	30,000.00	Fr Suppresion/Water		
		01435216202	Suppression/Water	000000000243905	30,000.00-	To Fire/Telephone		
			Bureau TOTAL		.00			
			Category TOTAL		.00			
			FINAL TOTALS		.00			

*** END OF REPORT ***