

Mayor
David R. Martin



CITY OF STAMFORD
OFFICE OF POLICY & MANAGEMENT
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MEMORANDUM

To: The Board of Finance
From: Lee Berta, Assistant OPM Director
Subject: Board of Finance and Administrative Transfers
Date: September 25st, 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	Dir of Admin/Prof Co	00000000246917	43,000.00-	To Dir Admin/Actuarial &
			Dir of Admin/Actuar	00000000246917	43,000.00	Fr DirAdmin/ProfConsult&O
			Dir of Admin/Postage	00000000246917	300.00	Fr DirAdmin/ProfConsult&O
			Dir of Admin/Office	00000000246917	300.00-	To Dir Admin/Actuarial &
			Revenue Svs/Contract	00000000246527	2,500.00-	To REVENUE SVS/COPYING &
			Revenue Svs/Contract	00000000246916	4,725.00-	Fr Revenue Svs/Facility R
			Revenue Svs/Facility	00000000246916	4,725.00	Fr Revenue Svs/Contracted
			Revenue Svs/Copying	00000000246527	2,500.00	FR REVENUE SVS/CONTRACTED
			Purchasing/Advertisi	00000000247922	565.00-	TRFA PURCHASING
			Purchasing/Office Su	000000000247922	565.00	TRFA PURCHASING
			Bureau TOTAL		.00	
		201	Snow Removal/Salt &	000000000247516	100,000.00-	TO SNOW REMOVAL/REDUCTION
			Snow Removal/Reducti	000000000247516	100,000.00	FR SNOW REMOVAL/SALT & SA
			Vehicle Mnt/Copying	00000000246776	1,500.00	Fr Vehicle Maintenance/So
			Vehicle Mnt/Copying	00000000247281	1,500.00	FR VEHICLE MNT/SMALL TOOL
			Vehicle Mnt/Software	00000000246776	1,500.00-	To Vehicle Maintenance/Co
			Vehicle Mnt/Small To	00000000247281	1,500.00	TO VEHICLE MNT/COPYING &
			Maintenance Admin/La	00000000246709	3,500.00-	To Clothing Allowance
			Parks Maintenance/Ci	00000000246709	2,125.00	Fr Maintenance Admin/Laun
			Parks Maintenance/Gr	00000000247909	5,741.00-	TRFA PARKS MAINTENANCE
			Facilities Mtn/Cloth	00000000246709	1,375.00	Fr Maintenance Admin/Laun
			Facilities Mtn/Equip	00000000247909	5,741.00	TRFA PARKS MAINTENANCE
			Transf Station/Equip	00000000246568	4,425.00	FR TRANSFER STATION/EQUIP
			Transf Station/Equip	000000000246568	4,425.00-	TO TRANSFER STATION/EQUIP
			Bureau TOTAL		.00	
		350	Fire/Telephone	000000000243905	30,000.00	Fr Suppression/Water
			Suppression/Water	000000000243905	30,000.00-	To Fire/Telephone
			Bureau TOTAL		.00	
			Category TOTAL		.00	
			FINAL TOTALS		.00	

*** END OF REPORT ***