

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:** December 29<sup>th</sup>, 2015

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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	000000000246917	43,000.00-	To Dir Admin/Actuarial &
			Dir of Admin/Actuari	000000000246917	43,000.00-	Fr DirAdmin/ProfConsult&O
			Dir of Admin/Postage	000000000246917	300.00-	Fr DirAdmin/ProfConsult&O
			Dir of Admin/Office	000000000246917	300.00-	To Dir Admin/Actuarial &
			Revenue Svs/Contract	000000000246527	2,500.00-	TO REVENUE SVS/COPYING &
			Revenue Svs/Contract	000000000246916	4,725.00-	To Revenue Svs/Facility R
			Revenue Svs/Facility	000000000246916	4,725.00-	Fr Revenue Svs/Contracted
			Revenue Svs/Copying	000000000246527	2,500.00-	FR REVENUE SVS/CONTRACTED
			Property Reval/Contr	000000000251615	300.00-	Fr Property Reval/Contrac
			Property Reval/Contr	000000000251615	300.00-	To Property Reval/Contr &
			Purchasing/Advertisi	000000000249443	442.00-	To Purchasing/Subscribe to
			Purchasing/Advertisi	000000000247922	565.00-	TRFA PURCHASING
			Purchasing/Office Su	000000000247922	565.00-	TRFA PURCHASING
			Purchasing/Subscribe	000000000249443	442.00-	Fr Purchasing/Advertising
				Bureau TOTAL	.00	
		102	Econ Dev/Prof Consul	000000000248142	205.00-	TO ECON DEV/DUES & FEES
			Econ Dev/Dues & Fees	000000000248142	205.00-	FR ECON DEV/PROF CONSULTA
				Bureau TOTAL	.00	
		201	Snow Removal/Salt &	000000000249196	100,000.00	Fr Snow Removal/Reduction
			Snow Removal/Salt &	000000000247516	100,000.00-	TO SNOW REMOVAL/REDUCTION
			Snow Removal/Reducti	000000000247516	100,000.00-	FR SNOW REMOVAL/SALT & SA
			Snow Removal/Reducti	000000000249196	100,000.00-	To Snow Removal/Salt&Sand
			Stormwater Mgmt./Cont	000000000250263	5,000.00-	To Stormwater Mgmt./Suppli
			Stormwater Mgmt./Supp	000000000247281	5,000.00-	Fr Stormwater Mgmt./Contra
			Vehicle Mnt/Copying	000000000246776	1,500.00-	FR VEHICLE MNT/SMALL TOOL
			Vehicle Mnt/Copying	000000000246776	1,500.00-	Fr Vehicle Maintenance/So
			Vehicle Mnt./Softwate	000000000246776	1,500.00-	To Vehicle Maintenance/Co
			Vehicle Mnt./Small To	000000000247281	1,500.00-	TO VEHICLE MNT/COPYING &
			Maintenance Admin/La	000000000246709	3,500.00-	To Clothing Allowance
			Leased Facilities/Bu	000000000249198	45,000.00	Fr Maintenance/Building M
			Gov't Ctr/Office Sup	000000000250899	15,984.00	Er Gov't Ctr/Building Main
			Gov't Ctr/Building M	000000000246709	15,984.00-	Fr Maintenance Admin/Laun
			Parks Maintenance/Cl	000000000249325	2,125.00-	Fr Maintenance/Contract Se
			Parks Maintenance/Co	000000000249325	1,708.00-	Fr Maintenance/Contract-S
			Parks Maintenance/Eq	000000000250123	4,000.00-	To Parks Maintenance/Buil
			Parks Maintenance/Bu	000000000250123	4,000.00-	Fr Parks Maintenance/Equi
			Parks Maintenance/Gr	000000000247909	5,741.00-	TRFA PARKS MAINTENANCE
			Facilities Mtn/Cloth	000000000246709	1,375.00-	Fr Maintenance Admin/Laun
			Facilities Mtn/Contr	000000000250365	50,000.00	Er Facilities Mtn/Buildin
			Facilities Mtn/Contr	000000000249325	1,708.00-	To Parks Main/Contract-So
			Facilities Mtn/Vehic	000000000250365	50,000.00-	Fr Facilities Mtn/Buildin

Category	Category Description	Bur.Account #	Description	Group Number	Transaction Amount	Transaction Description
TRFA	Transfer - Administrative	201 01421356601	Facilities Mtn/Vehic	000000000249826	50,000.00	Fr Facilities Mtn/Buildin
		01421356603	Facilities Mtn/Build	000000000249198	45,000.00-	To Leased Facilities/Buil
		01421356603	Facilities Mtn/Build	000000000250365	50,000.00-	To Facilities Mtn/Contrac
		01421356603	Facilities Mtn/Build	000000000250365	50,000.00	To Facilities Mtn/Vehicle
		01421356603	Facilities Mtn/Build	000000000249826	50,000.00-	To Facilities Mtn/Vehicle
		01421356604	Facilities Mtn/Groun	000000000248173	5,741.00	Fr Facilities Mtn/Equip M
		01421356605	Facilities Mtn/Equip	000000000248173	5,741.00-	To FacilitiesMtn/GroundsM
		01421356605	Facilities Mtn/Equip	000000000247909	5,741.00	TRFA PARKS MAINTENANCE
		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	
203	01423105500 01423405500 01423406100	Planning/Copying & P	000000000249828	2,000.00-	To EPB/Office Supplies &	
		EPB/Copying & Printi	000000000248379	1,000.00	Fr OPS Adm/Office Supplie	
		EPB/Office Supplies	000000000249828	2,000.00	Fr Planning/Copying & Pri	
			Bureau TOTAL		1,000.00	
206	01426006100	Ops Adm/Office Suppl	000000000248379	1,000.00-	To EPB/Copying & Printing	
					Bureau TOTAL	
330	01433003302 01433006100 01433006204 01433016100 01433046100	Police/Recruit & Hir	000000000249195	25,000.00	Fr Police Admin/Electric-	
		Police/Office Supp &	000000000251814	6,000.00	Fr Crim&Partrol/Office Su	
		Police/Electric - Ut	000000000249195	25,000.00-	To Police Admin/Recruit&H	
		Patrol/Office Supp &	000000000251814	2,000.00-	To Police Admin/Office Su	
		Criminal Investg/Off	000000000251814	4,000.00-	To Police Admin/Office Su	
			Bureau TOTAL		.00	
350	01435105301 01435105301 01435213303 01435216202 01435216202 01435216720 01435333201	Fire/Telephone	000000000243905	30,000.00	Fr Suppresion/Water	
		Fire/Telephone	000000000249441	30,000.00-	To Fire/Educ&Supp/NonCap	
		Suppression/Medical	000000000249441	10,000.00-	To Fire/Educ&Supp/NonCap	
		Suppression/Water	000000000249441	33,000.00-	To Fire/Educ&Supp/NonCap	
		Suppression/Water	000000000243905	30,000.00-	To Fire/Telephone	
		Suppression/Firefigh	000000000249441	15,000.00	Fr Fire/Tel&Supp/Water&Su	
		Fire Training/Educ &	000000000249441	58,000.00	Fr Fire/Tel&Supp/Water&Su	
					Bureau TOTAL	
400	01440203203	HR/Civil Service Exa	000000000250663	3,000.00-	TO HR/Recruit & Hiring	

Category	Category Description	Bur.Account #	Description	Group Number	Transaction Amount	Transaction Description	
TRFA	Transfer - Administrative	400	01440203302	HR/Recruit & Hiring	000000000250663	3,000.00	FR HR/Civil Service Exams
			01440203601	HR/Contracted Servic	000000000249197	390.00	Fr HR/Office Supplies & E
			01440204401	HR/Facility Rental	000000000249197	800.00	Fr HR/Copying & Printing
			01440205500	HR/Copying & Printin	000000000249197	800.00-	To HR/Facility Rental
			01440206100	HR/Office Supplies &	000000000249197	390.00-	To HR/Contracted Services
				Bureau TOTAL		.00	
				Category TOTAL		.00	
TRFF	Transfer - Finance Board	101	01410111100	OPM/Salaries	000000000251511	56,200.00-	BOR TRFF 12/10/2015
			01410111202	OPM/Permanent Part-T	000000000251511	56,200.00	BOR TRFF 12/10/2015
				Bureau TOTAL		.00	
		500	01450501100	Town Clerk/Salaries	000000000244095	47,000.00-	BOF TRFF 10/08/2015
			01450501203	Town Clerk/Seasonal	000000000244095	47,000.00	BOF TRFF 10/08/2015
				Bureau TOTAL		.00	
				Category TOTAL		.00	
				FINAL TOTALS		.00	
				TOTAL		.00	

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