

Mayor  
David R. Martin



CITY OF STAMFORD  
OFFICE OF POLICY & MANAGEMENT  
STAMFORD GOVERNMENT CENTER  
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## MEMORANDUM

**To:** The Board of Finance  
**From:** Lee Berta, Assistant OPM Director  
**Subject:** FY16/17 YTD Board of Finance and Administrative Transfers  
**Date:** September 30<sup>th</sup>, 2016

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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 01410203001 01410205500	Assessor/Professional Assessor/Copying & P	000000000266321 000000000266321	3,000.00- 3,000.00	To Assessor/Copying & Pri Fr Assessor/Professional
			Bureau TOTAL		.00	
		201 01421285400 01421286100 01421286100 01421343202 01421348100 01421353202 01421358100 01421375500 01421376610	Maintenance Admin/Ad Maintenance Admin/Of Maintenance Admin/Of Parks Maintenance/Co Parks Maintenance/Du Facilities Mtn/Conf Facilities Mtn/Dues Building Insp/Copyin Building Insp/Softwa	000000000265098 000000000261868 000000000265098 000000000261868 000000000261868 000000000261868 000000000261868 000000000265106 000000000265106	1,500.00 2,795.00- 1,500.00- 1,400.00 805.00 170.00 420.00 2,451.00- 2,451.00	Fr Maintenance Admin/Offi To Parks&Maint/Dues&Fees/ To Maintenance Admin/Adve Fr Maintenance Admin/Offi Fr Maintenance Admin/Offi Fr Maintenance Admin/Offi Fr Maintenance Admin/Offi To BuildingInsp/Software Fr Building Insp/Copying
			Bureau TOTAL		.00	
		370 01437103001 01437103601	Smith House/Prof Con Smith House/Contract	000000000265992 000000000265992	10,000.00- 10,000.00	To Smith House/Contracted Fr Smith House/Prof Consu
			Bureau TOTAL		.00	
		400 01440203001 01440203009	HR/Prof Consultant HR/Actuarial Service	000000000261220 000000000261220	70,000.00- 70,000.00	To HR/Actuarial Services Fr HR/Prof Consultant
			Bureau TOTAL		.00	
			Category TOTAL		.00	
TRFF	Transfer - Finance Board	500 01450501100 01450501203	Town Clerk/Salaries Town Clerk/Seasonal	000000000265258 000000000265258	47,000.00- 47,000.00	BOF TRFF 08/11/2016 BOF TRFF 08/11/2016
			Bureau TOTAL		.00	
			Category TOTAL		.00	
			FINAL TOTALS TOTAL		.00	

\*\*\* END OF REPORT \*\*\*