

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:** FY16/17 YTD Board of Finance and Administrative Transfers  
**Date:** Jan 04, 2017

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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	01301013691991	Use of Fund Balance	000000000270677	7,093,110.00-	BOR ADAP 10/05/2016
		01301013691991	Use of Fund Balance	000000000268158	7,093,110.00	BOR ADAP 10/05/2016
				Bureau TOTAL	.00	
101		01410116610	OPM/Software Mainten	000000000267469	1,520.00-	To Central Services/Offic
		01410203001	Assessor/Professiona	000000000266321	3,000.00-	To Assessor/Copying & Pri
		01410205500	Assessor/Copying & P	000000000266321	3,000.00	Fr Assessor/Professional
		01410416100	Mail & Dup/Office Su	000000000267469	1,520.00	Fr OPM/Software Maint
				Bureau TOTAL	.00	
102		01412003001	Econ Dev/Prof Consul	000000000268012	801.00-	To Econ Dev/Office Suppli
		01412005101	Econ Dev/Gasoline	000000000268012	1,500.00-	To Econ Dev/Office Suppli
		01412006710	Econ Dev/Non Cap Com	000000000268012	2,301.00	Fr Econ Dev/Gas & Prof Co
				Bureau TOTAL	.00	
201		01421163601	Stormwater Mgmt/Cont	000000000267426	10,000.00	Fr Stormwater Mgmt/Vehicl
		01421165500	Stormwater Mgmt/Copy	000000000267792	300.00	Fr Stormwater MGMT/Vehicl
		01421166501	Stormwater Mgmt/Supp	000000000269614	4,000.00	Fr Stormwater Mgmt/Vehicl
		01421166601	Stormwater Mgmt/Vehi	000000000267426	10,000.00-	To Stormwater Mgmt/Contra
		01421166601	Stormwater Mgmt/Vehi	000000000267792	300.00-	To Stormwater MGMT/Copyin
		01421166601	Stormwater Mgmt/Vehi	000000000269614	4,000.00-	To Stormwater Mgmt/Suppli
		01421236615	Police Vehicle Mnt/T	000000000266986	500.00-	To Police Vehicle Mnt/Pro
		01421236901	Police Vehicle Mnt/P	000000000266986	500.00	Fr Police Vehicle Mnt/Tow
		01421285400	Maintenance Admin/Ad	000000000265098	1,500.00	Fr Maintenance Admin/Offi
		01421286100	Maintenance Admin/Of	000000000265098	1,500.00-	To Maintenance Admin/Adve
		01421286100	Maintenance Admin/Of	000000000261868	2,795.00-	To Parks&Maint/Dues&Fees/
		01421343202	Parks Maintenance/Co	000000000261868	1,400.00	Fr Maintenance Admin/Offi
		01421348100	Parks Maintenance/Du	000000000261868	805.00	Fr Maintenance Admin/Offi
		01421353202	Facilities Mtn/Conf	000000000261868	170.00	Fr Maintenance Admin/Offi
		01421358100	Facilities Mtn/Dues	000000000261868	420.00	Fr Maintenance Admin/Offi
		01421373601	Building Insp/Contra	000000000268606	1,245.00-	To Building Insp/Facility
		01421374401	Building Insp/Facili	000000000268606	1,245.00	Fr Building Insp/Contract
		01421375500	Building Insp/Copyin	000000000265106	2,451.00-	To BuildingInsp/Software
		01421376610	Building Insp/Softwa	000000000265106	2,451.00	Fr Building Insp/Copying
				Bureau TOTAL	.00	
335		01433503001	Emer Comm/Profession	000000000268104	8,000.00	Fr Emer Comm/Radio Mainte
		01433506606	Emer Comm/Radio Main	000000000268104	8,000.00-	To Emer Comm/Professional

Category	Category Description	Bur. Account #	Description	Group Number	Transaction Amount	Transaction Description
				Bureau TOTAL	.00	
TRFA	Transfer - Administrative	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 01440203001 01440203009 01440203009 01440203009 01440204401	HR/Prof Consultant HR/Prof Consultant HR/Actuarial Service HR/Actuarial Service HR/Actuarial Service HR/Facility Rental	000000000268405 000000000261220 000000000261220 000000000268014 000000000268405 000000000268014	30,000.00 70,000.00- 70,000.00 1,000.00- 30,000.00- 1,000.00	Fr HR/Actuarial Services To HR/Actuarial Services Fr HR/Prof Consultant To HR/Facility Rental To HR/Prof Consultant Fr HR/Actuarial Services
				Bureau TOTAL	.00	
		500 01450506100 01450508810 01450708808 01450708810	Town Clerk/Office Su Town Clerk/Election Reg of Voters/Local Reg of Voters/Electi	000000000269841 000000000269841 000000000268105 000000000268105	1,000.00- 1,000.00 34,000.00- 34,000.00	To Town Clerk/Election Ex Fr Town Clerk/Office Supp To Reg of Voters/Election Fr Reg of Voters/Local Pr
				Bureau TOTAL	.00	
				Category TOTAL	.00	
TRFF	Transfer - Finance Board	335 01433506606	Emer Comm/Radio Main	000000000270506	7,744.90-	BOF TRFF 12/15/2016
				Bureau TOTAL	7,744.90-	
		380 01438101100 01438223003	Health Dir/Salaries Comm Nurse/Prof Medi	000000000268811 000000000268811	7,000.00- 7,000.00	BOF TRFF 11/10/2016 BOF TRFF 11/10/2016
				Bureau TOTAL	.00	
		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	

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City of Stamford  
Budget Transfer/Adjustment Report  
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Category	Category Description	Bur.Account #	Description	Group Number	Transaction Amount	Transaction Description
TRFF	Transfer - Finance Board	810 01480809024	Transfer to Grant Fu	000000000270506	7,744.90	BOF TRFF 12/15/2016
				Bureau TOTAL	7,744.90	
				Category TOTAL	.00	
				FINAL TOTALS TOTAL	.00	

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