

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:** FY17/18 YTD Board of Finance and Administrative Transfers  
**Date:** Dec 12, 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	101	Dir of Admin/Prof Co	000000000301972	600.00	Fr Dir of Admin/Office Su
			Dir of Admin/Office	000000000301972	600.00-	To Dir of Admin/Prof Cons
			Purchasing/Office Su	000000000302702	104.00-	To Purchasing/Subscriptio
			Purchasing/Subscript	000000000302702	104.00	Fr Purchasing/Office Supp
			Bureau TOTAL		.00	
		102	Econ Dev/Prof Consul	000000000301885	13.000.00-	To Special Events/Firewor
			Bureau TOTAL		13.000.00-	
		201	Leased Facilities/Co	000000000304105	2.000.00	Fr Leased Facilities/Buil
			Leased Facilities/Su	000000000302807	1.100.00	Fr Facilities Mtn/Supplie
			Leased Facilities/OS	000000000301921	500.00	Fr Leased Facilities/Hous
			Leased Facilities/Bu	000000000304105	2.000.00-	To Leased Facilities/Cont
			Leased Facilities/Eq	000000000303539	800.00-	To Leased Facilities/SmTo
			Leased Facilities/Sm	000000000303539	800.00	Fr Leased Facilities/Equi
			Leased Facilities/Ho	000000000301921	500.00-	To Leased Facilities/OSHA
			Gov't Ctr/Equipment	000000000300516	507.60	Fr Gov't Ctr/Office Suppl
			Gov't Ctr/Office Sup	000000000300516	507.60-	To Gov't Ctr/Equipment Re
			Gov't Ctr/Supplies -	000000000302414	500.00-	To Govt Ctr/Equipment Mai
			Gov't Ctr/Equipment	000000000302414	500.00	Fr Gov't Ctr/Supplies - L
			Parks Maintenance/Co	000000000304257	3.000.00	Fr Parks Maintenance/Buil
			Parks Maintenance/Eq	000000000303534	2.000.00-	To Parks Maintenance/SmTo
			Parks Maintenance/Bu	000000000304257	3.000.00-	To Parks Maintenance/Cont
			Parks Maintenance/Sm	000000000303534	2.000.00	Fr Parks Maintenance/Equi
			Facilities Mtn/Suppl	000000000302807	1.100.00-	To Leased Facilities/Supp
			Bureau TOTAL		.00	
		205	Spec Events/Firework	000000000301885	13.000.00	Fr Econ Dev/Prof Consulta
			Bureau TOTAL		13.000.00	
		350	Fire/Software Maint	000000000303971	10.404.00	Fr Supression/Water
			Suppression/Water	000000000303971	10.404.00-	To Fire/Software Maint
			Bureau TOTAL		.00	
		500	Reg of Voters/Local	000000000304142	12.622.00-	To Reg of Voters/Election
			Reg of Voters/Local	000000000302503	35.000.00	Fr Reg of Voters/Election
			Reg of Voters/Electi	000000000302503	35.000.00-	To Reg of Voters/Local Pr

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City of Stamford  
Budget Transfer/Adjustment Report  
as of 12/12/17

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Category	Category Description	Bur.Account #	Description	Group Number	Transaction Amount	Transaction Description
TRFA	Transfer - Administrative	500 01450708810	Reg of Voters/Electi	000000000304142	12,622.00	Fr Reg of Voters/Local Pr
				Bureau TOTAL	.00	
				Category TOTAL	.00	
TRFF	Transfer - Finance Board	101 01410611100	Application Supp/Sal	000000000303434	111,034.00	BOF TRFF 09/15/17
				Bureau TOTAL	111,034.00	
		335 01433501100	Emer Comm/Salaries	000000000303434	111,034.00-	BOF TRFF 09/15/17
				Bureau TOTAL	111,034.00-	
				Category TOTAL	.00	
				FINAL TOTALS	.00	

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