

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: March 8, 2018

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
			OPM/Office Supplies	000000000306854	600.00	Fr OPM/Software Mainten
			OPM/Office Supplies	000000000306854	600.00	Fr OPM/Software Mainten
			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	Stormwater Mgmt/Cont	000000000306816	7,200.00	To Stormwater Mgmt/Softwa
			Stormwater Mgmt/Cont	000000000306543	4,000.00	To Stormwater Mgmt/Suppli
			Stormwater Mgmt/Supp	000000000306543	4,000.00	Fr Stormwater Mgmt/Contra
			Stormwater Mgmt/Soft	000000000306816	7,200.00	Fr Stormwater Mgmt/Contra
			Vehicle Mnt/Conf & T	000000000307992	3,500.00	To Vehicle Mnt/Dmnl Tool
			Vehicle Mnt/Small To	000000000307992	3,500.00	Fr Vehicle Mnt/Conf & Tra
			Leased Facilities/Co	000000000307919	1,200.00	Fr Leased Facilities/Buil
			Leased Facilities/Co	000000000304105	2,000.00	Fr Leased Facilities/Buil
			Leased Facilities/Co	000000000304875	5,500.00	Fr Leased Facilities/Buil
			Leased Facilities/Su	000000000302807	1,100.00	Fr Facilities Mtn/Supplie
			Leased Facilities/OS	000000000301921	1,500.00	Fr Leased Facilities/Hous
			Leased Facilities/Bu	000000000307919	1,200.00	To Leased Facilities/Cont
			Leased Facilities/Bu	000000000304875	5,500.00	To Leased Facilities/Cont
			Leased Facilities/Bu	000000000305100	800.00	To Leased Facilities/Equi
			Leased Facilities/Bu	000000000304105	2,000.00	To Leased Facilities/Cont
			Leased Facilities/Eq	000000000303539	800.00	To Leased Facilities/SmTo
			Leased Facilities/Eq	000000000305100	800.00	Fr Leased Facilities/Buil
			Leased Facilities/Sm	000000000303539	800.00	Fr Leased Facilities/Equi
			Leased Facilities/Ho	000000000301921	500.00	To Leased Facilities/OSHA
			Gov't Ctr/Equipment	00000000030516	507.60	Fr Gov't Ctr/Office Suppl
			Gov't Ctr/Office Sup	000000000302414	507.60	To Gov't Ctr/Equipment Re
			Gov't Ctr/Supplies -	000000000302414	500.00	Fr Gov't Ctr/Equipment Mai
			Gov't Ctr/Equipment	00000000030414	500.00	Fr Gov't Ctr/Supplies - L
			Parks Maintenance/Co	000000000307197	1,000.00	Fr Parks Maintenance/Buil
			Parks Maintenance/Co	000000000304257	3,000.00	Fr Parks Maintenance/Buil
			Parks Maintenance/Eq	000000000303534	2,000.00	To Parks Maintenance/SmTo
			Parks Maintenance/Ga	000000000304834	11,000.00	To Maintenance/Gasoline
			Parks Maintenance/Di	000000000304834	3,000.00	Fr Facilities Mtn/Drese1
			Parks Maintenance/Su	000000000307538	2,000.00	To Parks Maintenance/Equi
			Parks Maintenance/Bu	000000000304257	3,000.00	To Parks Maintenance/Cont
			Parks Maintenance/Bu	000000000307197	1,000.00	To Parks Maintenance/Cont
			Parks Maintenance/Eq	000000000307538	2,000.00	Fr Parks Maintenance/Supp

Category	Category Description	Bur. Account #	Description	Group Number	Transaction Amount	Transaction Description
TRFA	Transfer - Administrative	201	01421346700 Parks Maintenance/Sm	000000000303534	2,000.00	Fr Parks Maintenance/Equi
			01421353624 Facilities Mtn/Contr	000000000304875	26,500.00	Fr Facilities Mtn/Buildin
			01421355101 Facilities Mtn/Gasol	000000000304834	11,000.00	Fr Parks Maintenance/Gaso
			01421355102 Facilities Mtn/Diese	000000000304834	3,000.00-	To Parks Maintenance/Dies
			01421356501 Facilities Mtn/Suppl	000000000302807	1,100.00-	To Leased Facilities/Supp
			01421356603 Facilities Mtn/Build	000000000304875	26,500.00-	To Facilities/Contract Sv
			01421366610 Ice Rink/Software Ma	000000000304448	10,950.00	Fr Fee-Supp/Facility Rent
			01421373601 Building Insp/Contra	000000000307446	3,000.00-	To Building Insp/Office S
			01421376100 Building Insp/Office	000000000307446	3,000.00	Fr Building Insp/Contract
				Bureau TOTAL	10,950.00	
		202	01422103202 Traffic Eng/Conf & T	000000000307654	1,800.00	Fr Traffic Eng/Equipment
			01422106605 Traffic Eng/Equipmen	000000000307654	1,800.00-	To Traffic Eng/Conf & Tra
				Bureau TOTAL	.00	
		203	01423004400 Land Use/Equipment R	000000000307655	1,200.00	Fr Planning/Non Cap Compu
			01423104400 Planning/Equipment R	000000000307655	900.00	Fr Planning/Non Cap Compu
			01423106710 Planning/Non Capital	000000000307655	2,100.00-	To Planning/Equip & LandU
				Bureau TOTAL	.00	
		205	01425341203 Fee-Supp/Seasonal	000000000305348	3,200.00	Fr Fee-Supp/Contracted Se
			01425343601 Fee-Supp/Contracted	000000000305348	3,200.00-	To Fee-Supp/Seasonal
			01425344401 Fee-Supp/Facility Re	000000000304448	10,950.00-	To Ice Rink/Software Main
			01425388844 Spec Events/Firework	000000000301885	13,000.00	Fr Econ Dev/Prof Consulta
				Bureau TOTAL	2,050.00	
		350	01435106610 Fire/Software Maint	000000000303971	10,404.00	Fr Supression/Water
			01435216202 Suppression/Water	000000000303971	10,404.00-	To Fire/Software Maint
				Bureau TOTAL	.00	
		400	01440103001 Law/Prof Consultant	000000000304570	37,500.00-	To Empl Ben/Prof Consulta
			01440203001 HR/Prof Consultant	000000000307092	22,500.00-	To HR/Software & HR/Civil
			01440203203 HR/Civil Service Exa	000000000307092	21,000.00	Fr HR/Various
			01440203505 HR/Contract Administ	000000000307092	7,000.00-	To HR/Software & HR/Civil
			01440204400 HR/Equipment Rental	000000000307092	2,500.00-	To HR/Software & HR/Civil
			01440206100 HR/Office Supplies &	000000000307092	3,000.00-	To HR/Software & HR/Civil
			01440206610 HR/Software Maintena	000000000307092	14,000.00	Fr HR/Various

Category	Category Description	Bur. Account #	Description	Group Number	Transaction Amount	Transaction Description
TRFA	Transfer - Administrative	400 01440223001	Empl Ben/Prof Consul	000000000304570	37.500.00	Fr Law/Prof Consultant
				Bureau TOTAL	.00	
		500 01450708808	Reg of Voters/Local	000000000302503	35.000.00	Fr Reg of Voters/Election
		01450708808	Reg of Voters/Local	000000000304142	12.622.00-	To Reg of Voters/Election
		01450708810	Reg of Voters/Electi	000000000304142	12.622.00	Fr Reg of Voters/Local Pr
		01450708810	Reg of Voters/Electi	000000000302503	35.000.00-	To Reg of Voters/Local Pr
				Bureau TOTAL	.00	
		610 01460568890	Non City Cult/Multic	000000000305617	1.400.00-	To Non City Cult/Communit
		01460568928	Non City Cult/Commun	000000000305617	1.400.00	Fr Non City Cult/Multicul
				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	
		201 01421291100	Leased Facilities/Sa	000000000304839	136.000.00	TRFF BOF 12/14/2017
		01421291203	Leased Facilities/Se	000000000304839	136.000.00-	TRFF BOF 12/14/2017
		01421351100	Facilities Mtn/Salar	000000000304839	64.000.00	TRFF BOF 12/14/2017
		01421351203	Facilities Mtn/Seaso	000000000304839	64.000.00-	TRFF BOF 12/14/2017
				Bureau TOTAL	.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 ***