

Town of Windsor

Memorandum

April 5, 2023

TO: The Honorable Mayor and Town Council

FROM: William G. Saunders, IV, Town Manager WGS IV

SUBJECT: Budget Transfers

As we are beyond the midpoint of the FY2022-23 Budget year, it has been determined that several budget transfers are warranted.

1. General Fund Contingency to General Fund Legal Services

A transfer to cover additional cost of legal services.

Specifically, a transfer of \$10,000 from the Contingency line item of the Non-Departmental portion of our General Fund budget to the Legal Services line item of the Legal Services portion of our General Fund budget.

Enclosures

None

Recommended Action

Approval

2. General Fund Contingency to General Fund Insurance

A transfer to cover additional cost of insurance premiums based upon the results of the Workers Compensation Survey done after the beginning of the fiscal year.

Specifically, a transfer of \$1,789 from the Contingency line item of the Non-Departmental portion of our General Fund budget to the Insurance line item of the Non-Departmental portion of our General Fund budget.

Enclosures

None

Recommended Action

Approval

3. General Fund Unappropriated ARPA Expenses to Contingency

A transfer to reimburse the cost of the HVLS fan for the Public Works building.

Specifically, a transfer of \$9,670 from the Unappropriated ARPA Expenses line item of the Non-Departmental portion of our General Fund budget to the Contingency line item of the Non-Departmental portion of our General Fund budget.

Enclosures

None

Recommended Action

Approval

4. General Fund Unappropriated ARPA Expenses to Information Technology Upgrades

A transfer to cover the cost of migration to Microsoft Office 365.

Specifically, a transfer of \$5,859.43 from the Unappropriated ARPA Expenses line item of the Non-Departmental portion of our General Fund budget to the Information Technology Upgrades line item of the Capital Projects portion of our General Fund budget.

Enclosures

None

Recommended Action

Approval

5. Town Center Fund Equipment to Town Center Fund Salaries and Wages

A transfer to cover additional costs of part-time employees to staff events.

Specifically, a transfer of \$500 from the Equipment line item of the Town Center Fund budget to the Salaries and Wages line item of the Town Center Fund budget.

Enclosures

None

Recommended Action

Approval

6. Water Fund Fuel to Water Fund Vehicle Repairs and Maintenance

A transfer to cover additional cost of vehicle repairs.

Specifically, a transfer of \$1,500 from the Fuel line item of the Water Fund budget to the Vehicle Repairs and Maintenance line item of the Water Fund budget.

Enclosures

None

Recommended Action

Approval

7. General Fund Unappropriated ARPA Expenses to Water Fund Meters

A transfer to cover the cost of twenty (20) additional replacement water meters.

Specifically, a transfer of \$3,349.50 from the Unappropriated ARPA Expenses line item of the Non-Departmental portion of our General Fund budget to the Meters line item of our Water Fund budget.

Enclosures

None

Recommended Action

Approval