

Town of Windsor

Memorandum

April 8, 2014

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Budget Transfer

We have the need for a budget transfer within Planning & Zoning Department. I am enclosing a memorandum from Dennis Carney explaining the need for this transfer.

I recommend that Council approve the budget transfer as requested in the amount of \$700 from account 4-100-81100-5500 Travel and Training in the Planning & Zoning Department to account 4-100-81100-3600 Advertising in the Planning & Zoning Department.

I recommend that Council approve this budget transfer.

Recommended Motion

Move that Council approve a budget transfer in the amount of \$700 from account 4-100-81100-5500 Travel and Training in the Planning & Zoning Department to account 4-100-81100-3600 Advertising in the Planning & Zoning Department.

TOWN OF WINDSOR

Town Elected Officials
Carita J. Richardson, Mayor
Wesley F. Garris-Vice Mayor
Clint Bryant
Durwood V. Scott
Greg Willis
N. Macon Edwards, III
Patty Fleming



Established 1902

Town Manager
Michael R. Stallings, Jr.

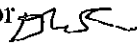
Town Clerk
Terry Whitehead

Town Attorney
Wallace W. Brittle, Jr.

March 25, 2014

Memorandum

To: Mr. Michael Stallings, Town Manager
Honorable Mayor Richardson and Town Council

From: Dennis W. Carney, Planning and Zoning Administrator 

Subject: Budget Transfer- \$700 from Travel and Training to Advertising under Planning and Community Development

The Department has or will incur two more public hearings this year (making a total of eight so far). All of the private sector public hearings have either been covered by the application fees or will be reimbursed. However this does not appear in the budget line items when we are reimbursed. At this point, we have \$174 left in advertising and pending and potential advertisements that exceed \$558. Because of this, a budget transfer is requested to pay the remaining advertising bills for the fiscal year. These advertisements are fairly expensive.

Therefore it is requested that under the Planning and Community Development program area, a transfer of seven hundred dollars (\$700) be transferred from "Travel and Training" (Budget Line Item 4-100-081100-5500) to Advertising (Budget Line Item 4-100-81100-3600).

With this action, the Department can pay the existing advertising bills and have a small contingency amount if an unforeseen advertisement comes up in May or June.