

Town of Windsor

Memorandum

June 8, 2021

TO: The Honorable Mayor and Members of Town Council
FROM: William G. Saunders, IV, Town Manager WGS IV
SUBJECT: Budget Transfers

As we near the end of the FY2020-21 Budget year, it has been determined that several budget transfers are warranted.

1. **Mayor and Council Compensation to Information Technology**

A transfer to utilize Vice Mayor Willis's annual stipend to replace his laptop.

Specifically, a transfer of his \$1,200 stipend from the Mayor & Council Members Compensation line item in the Legislative portion of our General Fund budget to the Information Technology line item in the General Management portion of our General Fund for the cost of the replacement computer.

Enclosures

None

Recommended Action

Approve

2. **Miscellaneous Revenue to General and Financial Salaries and Wages**

A transfer to cover additional salary of contract employees and new employees.

Specifically, a transfer of \$40,000 from the Miscellaneous Revenue line item of our General Fund budget to the Salaries and Wages line item of the General and Financial portion of our General Fund budget.

Enclosures

None

Recommended Action

Approve

3. **General and Financial Postal Services to General and Financial Advertising**

A transfer to cover additional costs of advertising.

Specifically, a transfer of \$1,500 from the Postal Services line item of the General and Financial portion of our General Fund budget to the Advertising line item of the General and Financial portion of our General Fund budget.

Enclosures

None

Recommended Action

Approve

4. Planning Health Insurance to Planning Salaries and Wages

A transfer to cover additional salary of a contract employee with unused funds for benefits.

Specifically, a transfer of \$8,000 from the Health Insurance line item of the Planning portion of our General Fund budget to the Salaries and Wages line item of the Planning portion of our General Fund budget.

Enclosures

None

Recommended Action

Approve

5. Miscellaneous Revenue to Payments to Other Governments

A transfer to fund the payment of the first installment of debt service to Isle of Wight County on the Windsor Town Center Roof Project.

Specifically, a transfer of \$36,000 from the Miscellaneous Revenue line item of our General Fund budget to the Payments to Other Governments line item of our General Fund budget.

Enclosures

None

Recommended Action

Approve

6. General Fund to Space Needs Fund

A transfer to put funds in reserve for future space needs.

Specifically, a transfer of \$100,000 from the Miscellaneous Revenue line item of our General Fund budget to the Space Needs Fund.

Enclosures

None

Recommended Action

Approve

7. **General Fund to Windsor Town Center Fund**

A transfer to fund additional utility expenses at the Windsor Town Center.

Specifically, a transfer of \$14,000 from the Miscellaneous Revenue line item of our General Fund budget to the Utilities line item of the Windsor Town Center budget.

Enclosures

None

Recommended Action

Approve

8. **Water Fund Publications to Water Fund Advertising**

A transfer to cover additional costs of advertising.

Specifically, a transfer of \$100 from the Publications line item of our Water Fund budget to the Advertising line item of our Water Fund budget.

Enclosures

None

Recommended Action

Approve