

**Town of Windsor**

**Memorandum**

May 12, 2020

**TO:** The Honorable Mayor and Town Council

**FROM:** Christina Newsome, Treasurer *CN*

**SUBJECT:** Budget Transfer

Attached you will find a memo from Chief Riddle requesting a budget transfer of \$3,500.00 from the Salaries and Wages line item 100-31100-42000 to the Overtime line item 100-31100-42001.

This transfer is needed as we have been down one officer for six months to cover shifts, vacations, and sicknesses.

I recommend that Council approve this budget transfer.

**Recommended Motion**

Move that Council approve a transfer of \$3,500.00 from the Salaries and Wages line item to the Overtime line item in the Police Department.



WINDSOR POLICE DEPARTMENT  
56 EAST WINDSOR BOULEVARD, P.O. BOX 307, WINDSOR, VIRGINIA 23487  
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**To:** Sandy Wanner, Interim Town Manager  
Honorable Mayor and Members of Town Council

**From:** Chief R.D. Riddle 

**Date:** 4/23/2020

**Ref:** Transfer of Funds to the Police Overtime Line Item

I would request that the Town Council approve a transfer of \$3500.00 from the Police Salaries line item (100-31100-42000) to the Police Overtime line item (100-31100-42001). This should sufficiently cover any Overtime costs during the remainder of the fiscal year. The staff shortage caused being down one officer for the last six months as well as routine law enforcement operational needs have caused this shortfall. The money transferred is salary savings from the officer who has been out for six months and will have no negative overall impact on the approved budget.