

## Town of Windsor

### Memorandum

April 9, 2013

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

There is a need for a budget transfer in the Planning & Zoning Department of the General Fund budget. This transfer is in the vehicle fuel line item. The need for this transfer is due to the fact that the Planning & Zoning Administrator is having to drive his personal vehicle for work related uses because the new Town Car has not yet arrived.

The first transfer is in the amount of \$500 from account 4-100-81100-3100 Professional Services to account 4-100-81100-4200 Fuel.

I recommend that Council approve these budget transfers.

#### Recommended Motion

Move that Council approve a budget transfer in the amount of \$400 from account 4-100-81100-3100 Professional Services to account 4-100-81100-4200 Fuel.

# TOWN OF WINDSOR

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



Established 1902

March 19, 2013

Town Manager  
Michael R. Stallings, Jr.

Town Clerk/Treasurer  
Robin L. Hewett

Interim Town Attorney  
Wallace W. Brittle, Jr.

## Memorandum

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

From: Dennis W. Carney, Planning and Zoning Administrator

Subject: Budget Transfer- \$500 from Professional Services to Vehicle Fuel for Planning and Community Development

In January, when the matter of the Town vehicle was being discussed, a budget amendment of \$500 to the Vehicle Fuel line item for reimbursement for mileage used by my private car while performing Codes Enforcement Activities within the Town was made. Because the vehicle being purchased takes about twelve weeks for delivery and we have several weeks left prior to that date, the Vehicle Fuel line item is again very low. Travel around Town, up and down the various streets has averaged between 35-50 miles per week with about 40 miles being the norm. This amount even when the mileage has been minimized has caused the Vehicle Fuel fund to be adversely affected. I have attempted to limit the mileage as much as possible both for the Town's sake and the usage on my personal car.

Therefore it is requested that under the Planning and Community Development program area, a transfer of five hundred dollars (\$500) be transferred from "Professional Services" (4100-081100-3100) to the "Vehicle Fuel" line item (4100-081100-4200).

On a positive note, the Professional Services line item currently has a balance of \$16,400 and even with the deduction of \$500 to Vehicle Fuel which should finish out the fiscal year still has a \$15,900 after the line item shift. The additional \$500 would be used for reimbursement the next few weeks and after the vehicle is delivered for fuel for that vehicle through the remainder of the fiscal year.