

Town of Windsor

Memorandum

June 10, 2014

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

As the end of the fiscal year comes to a close, we have been reviewing all expenditure accounts. We have identified three line items that need transfers.

First is a transfer is in the Planning & Zoning Department. We need to transfer \$50 from the Travel & Training line item, account number 4-100-81100-5500, into the Dues & Subscriptions line item, account number 4-100-81100-5810. This transfer is needed due to a slight rise in cost of dues to the various professional organizations that we are members of.

The remaining two transfers are both within the General Management Department.

First is a transfer of \$1,000 from the Part Time Help line item, account number 4-100-12100-1117, into the Travel & Training line item, account number 4-100-12100-5500. This will help us continue the training of our Interim Treasurer as well as other staff.

Second is a transfer of \$5,000 from the Part Time Help line item, account number 4-100-12100-1117, into the Information Technology line item, account number 4-100-12100-4100. As you are aware, we utilized our IT consultant quite heavily during the transition period just after the departure of our previous Treasurer. This, along with a slight increase in cost for the annual maintenance of our IT software, is the reason that this transfer is needed. The contract for our IT consultant has been re-negotiated and has been drastically reduced for the upcoming year.

I recommend that Council approve this budget transfers.

Recommended Motion

Move that Council approve the three listed budget transfers.