

## 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 Health Insurance line item of the General Management portion of the General Fund operating budget for the fiscal year 2012-13. The need for this transfer is due to the fact that I had an employee in the budget for Single coverage, and the employee is actually Family coverage. Therefore, we need a transfer of \$3,900 from the Contingency line item, account number 4-100-91600-1 to the Health Insurance line item in General Management, account number 4-100-12100-2300.

I recommend that Council approve this budget transfer.

#### Recommended Motion

Move that Council approve a budget transfer in the amount of \$3,900 from the Contingency line item, account number 4-100-91600-1 to the Health Insurance line item in General Management, account number 4-100-12100-2300..