

STAFF REPORT

AGENDA ITEM #: 18-102
COUNCIL MTG OF: August 24, 2018
FROM: Dave Caron, Town Administrator
OFFERED BY: Administration
PREPARED BY: Susan Hickey, Chief Financial Officer
SUBJECT: Transfer Funds between Departments – FY2018

INTRODUCTION: To transfer funds between departments to cover over expenditures in the Department of Public Works due to excessive winter storms and other operating expenditures.

TOWN ADMINISTRATOR COMMENTS

The Town Council is encouraged to approve the transfer of the unexpended funds in Other Municipal Operations to the Public works Department to cover over expenditures.

BACKGROUND

In September 2012 Charter Section 9.7 entitled Transfer of Appropriations was amended indicating that with a majority of the Town Council, the Town Administrator may transfer any unencumbered appropriation balance or any portion thereof from one department to another.

During FY18, excessive winter conditions and related expenditures for snow removal created an over expenditure in the Public Works Department of approximately \$80,000. Other Municipal Obligations had planned expenditures that were less than anticipated. Therefore, the balance available in Other Municipal Obligations is not essential for effective operations to that department and is available to be transferred to the Public Works Department.

DISCUSSION

After reviewing expenditures through June 30, 2018, it has been confirmed that the balance of \$80,000 is available to be transferred from Other Municipal Obligations to the Department of Public Works to cover all expenditures required of that department for their essential functions.

FISCAL IMPACT

The total amount available to transfer from Other Municipal Obligations is \$80,000. The total amount will be transferred to the Department of Public Works to offset essential expenditures incurred during FY18 that were above budgeted levels pursuant to section 9.7 of the Town Charter.

RECOMMENDED ACTION & MOTION BY COUNCIL

I move the adoption of Resolution #2018-049 (please read the motion).