

STAFF REPORT

AGENDA ITEM #: 19-85
COUNCIL MTG OF: July 16, 2019
FROM: Dave Caron, Town Administrator
OFFERED BY: Administration
PREPARED BY: Susan Hickey, Chief Financial Officer
SUBJECT: Transfer Funds between Departments – FY2019

INTRODUCTION: To transfer funds between departments to cover over expenditures in the Planning Department due to salary and overtime expended for Community Development activities and other related expenditures.

TOWN ADMINISTRATOR COMMENTS

The Town Council is encouraged to approve the transfer of the unexpended funds in Community Development to the Planning 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 FY19, salary and overtime expenditures for Community Development related activities were expended by the Planning Department creating an over expenditure in the Planning Department of approximately \$8,500. Community Development incurred a portion of these expenditures therefore, the overage is available in Community Development to be transferred to the Planning Department. Additionally, increased development activity has resulted in an over-expenditure of Acct. 310 in the Planning Department budget, Engineering Fees.

DISCUSSION

After reviewing expenditures through June 30, 2019, it has been confirmed that the balance of \$8,500 is available to be transferred from Community Development Account #110 Wages, #120 Overtime and #390 Other Professional Services the Planning Department Account #110 Wages, #120 Overtime and #310 Engineering Fees to cover all expenditures required of that department for their essential functions.

FISCAL IMPACT

The total amount available to transfer from Community Development is \$8,500. The total amount will be transferred to the Planning Department to offset essential expenditures incurred during FY19 that were above budgeted levels pursuant to section 9.7 of the Town Charter; as a budget transfer, no Supplemental Appropriation is incurred.

RECOMMENDED ACTION & MOTION BY COUNCIL

I move the adoption of Resolution #2019-046 (please read the Resolution).