TOWN OF WATERFORD
TRANSFER REQUEST FORM
In Series (Over $1000)

Police
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Available Budget
1	10129	51110	Administrative Wages	$ 473,575	$ 5,597	8,600.00		$ 14,197
2	10129	51420	Patrol	$ 3,333,709	$ 139,366		(8,600.00)	$ 130,766
3	10129	51210	Clerical	$ 307,282	$ 3,465	4,000.00		$ 7,465
4	10129	51436	Community Service Officer	$ 140,053	$ 30,753		(4,000.00)	$ 26,753
5	10129	51820	Replacement Overtime	$ 403,908.00	$ (11,491.58)	20,000.00		$ 8,508
8	10129	51420	Patrol	3333709	$ 130,766.00		(20,000.00)	$ 110,766
9								$ -
10								$ -
					TOTAL	32,600.00	(32,600.00)	

Explanation:

Please see the attached memo for further detail.

Brett Mahoney
Department Head — **Date** 6/24/21

Kim Allen
Director of Finance — **Date** 6/25/21

First Selectman — **Date**

Commission/Board Approval — **Date**

revised 9/9/20

WATERFORD POLICE DEPARTMENT
41 AVERY LANE
WATERFORD, CT 06385-2819

Brett Mahoney
Chief of Police

(860) 442-9451 TEL
bmahoney@waterfordct.org

June 24, 2021

Finance Director
Kim Allen
Board of Finance
15 Rope Ferry Rd
Waterford CT 06385

Finance Director Allen:

Attached *you will find the In-series line item transfer requests. The first request on the list is an increase* in Administrative Wages (10129-51110) from Patrol (10129-51420) in the amount of 8600.00. The deficit in the Administrative Line Item is caused by Due Day and Sick Day payout to the administrative staff.

The next transfer request is to increase the Clerical Wages (10129-51210) from Community Service Officers (10129-51435) in the amount of 4000.00. The deficit occurred as a result of the accrued time payout to Marlena Montgomery when she retired.

The Third request is to increase Replacement Overtime (10129-51820) from Patrol (10129-51420) in the amount of 20000.00. The Replacement overtime is used to fill the positions of officers when they are utilizing their accrued time or are off on scheduled shifts for various reasons, the pandemic increased the number of shifts that had to be filled when officers had an exposure or contracted COVID-19.

Respectfully;

Brett Mahoney
Chief of Police

ry

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10129 POLICE DEPARTMENT							
10129 51110 ADMINISTRATION	473,575	0	473,575	467,978.15	.00	5,596.85	98.8%
10129 51210 CLERICAL AND TECHNI	307,282	0	307,282	303,817.31	.00	3,464.69	98.9%
10129 51220 CUSTODIAL	43,923	-26,364	17,559	17,559.16	.00	.00	100.0%
10129 51420 PATROL	3,333,709	0	3,333,709	3,194,343.12	.00	139,365.88	95.8%
10129 51421 MARINE PATROL	23,716	1,600	25,316	22,209.74	.00	3,106.26	87.7%
10129 51430 DETECTIVE	486,203	0	486,203	464,978.31	.00	21,224.69	95.6%
10129 51435 COMMUNITY SERVICE O	140,053	0	140,053	109,299.79	.00	30,753.21	78.0%
10129 51450 EXTRA DUTY	0	0	0	10,618.50	.00	-10,618.50	100.0%*
10129 51810 OVERTIME	145,814	0	145,814	127,111.84	.00	18,702.16	87.2%
10129 51820 REPLACEMENT OVERTIM	360,508	43,400	403,908	415,399.58	.00	-11,491.58	102.8%*
10129 51830 TRAINING & EDUCATIO	113,967	-45,000	68,967	74,063.94	.00	-5,096.94	107.4%*
10129 51910 FRINGE BENEFITS	0	0	0	-223.20	.00	223.20	100.0%
10129 51920 F.I.C.A.	420,922	0	420,922	381,905.66	.00	39,016.34	90.7%
10129 52010 ADVERTISING	500	0	500	428.60	.00	71.40	85.7%
10129 52020 POSTAGE	2,000	0	2,000	932.59	.00	1,067.41	46.6%
10129 52030 PROFESSIONAL FEES	11,000	0	11,000	10,960.50	.00	39.50	99.6%
10129 52040 SERVICE CONT. AND R	39,785	-118	39,668	32,601.93	.00	7,065.57	82.2%
10129 52050 DUES,CONFERENCES &	1,735	0	1,735	865.00	.00	870.00	49.9%
10129 52060 PRINTING	1,200	0	1,200	1,051.55	.00	148.45	87.6%
10129 52080 TELEPHONE	33,422	0	33,422	29,305.83	.00	4,116.17	87.7%
10129 52090 HEATING FUEL	17,566	0	17,566	14,803.19	.00	2,762.81	84.3%
10129 52100 ELECTRICITY	52,223	0	52,223	51,834.68	.00	388.32	99.3%
10129 52115 WATER & SEWER CHARG	4,500	0	4,500	3,487.54	.00	1,012.46	77.5%
10129 52300 TRAINING,EDUCATION	74,200	0	74,200	72,051.38	.00	2,148.62	97.1%
10129 52305 OSHA COMPLIANCE	5,500	0	5,500	4,981.40	.00	518.60	90.6%
10129 52370 CLOTHING OR UNIFORM	84,465	0	84,465	80,523.10	.00	3,941.90	95.3%
10129 52440 DATA PROCESSING SER	0	0	0	.00	.00	.00	.0%
10129 52520 CRIMINAL JUSTICE PL	13,520	0	13,520	13,520.00	.00	.00	100.0%
10129 53010 OFFICE SUPPLIES	1,000	0	1,000	833.84	.00	166.16	83.4%
10129 53020 OTHER SUPPLIES	7,000	0	7,000	6,871.55	.00	128.45	98.2%
10129 53070 AUTO REPAIRS	32,000	0	32,000	29,704.52	1,990.00	305.48	99.0%
10129 53090 FUELS AND LUBRICANT	111,441	-22,000	89,441	63,091.48	.00	26,349.52	70.5%
10129 53100 TIRES	10,325	0	10,325	11,788.24	.00	-1,463.24	114.2%*
10129 53150 BUILDING MAINTENANC	16,250	48,364	64,614	61,955.45	.00	2,658.39	95.9%
10129 53180 POLICE EQUIP. & SUP	39,660	0	39,660	36,859.20	.00	2,800.80	92.9%
10129 53210 SELECTIVE ENFORCEME	2,500	0	2,500	2,000.00	.00	500.00	80.0%
10129 53220 MARINE PATROL	4,000	16,566	20,566	12,239.44	.00	8,326.56	59.5%
10129 53260 DOG WARDEN SUPPLIES	30,000	0	30,000	30,000.00	.00	.00	100.0%
10129 53320 CHALLENGE	0	0	0	.00	.00	.00	.0%
10129 54020 EQUIPMENT	5,277	118	5,395	2,694.50	2,700.00	.00	100.0%

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10129 54040 VEHICLES EQUIPMENT	0	0	0	.00	.00	.00	.0%
TOTAL POLICE DEPARTMENT	6,450,741	16,566	6,467,307	6,164,447.41	4,690.00	298,169.59	95.4%
TOTAL GENERAL FUND	6,450,741	16,566	6,467,307	6,164,447.41	4,690.00	298,169.59	95.4%
TOTAL EXPENSES	6,450,741	16,566	6,467,307	6,164,447.41	4,690.00	298,169.59	

TOWN OF WATERFORD
TRANSFER REQUEST FORM
In Series (Over $1000)

POLICE
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Available Budget
1	10129	51435	COMMUNITY SERVICES OFFICERS	$ 140,053	$ 30,753		(11,000)	$ 19,753
2	10129	51830	TRAINING & EDUCATION	$ 68,967	$ (5,097)	11,000		$ 5,903
3								$ -
4								$ -
5	10129	53090	FUELS AND LUBRICANTS	$ 89,441.00	$ 26,349.52		(2,200)	$ 24,150
6	10129	53100	TIRES	$ 10,325.00	$ (1,463.24)	2,200		$ 737
7								$ -
8								$ -
					TOTAL	13,200	(13,200)	

Explanation:

1-2: COVID 19 cancelled in-person trainings which caused additional trainings to be held during this fiscal year causing a deficit.

5-6: Uncontrollable circumstances and normal wear & tear replacements caused a deficit in this line.

Brett Mahoney, Chief
Department Head

6/21/2021
Date

Kim Allen
Director of Finance

6/24/2021
Date

First Selectman

Date

Commission/Board Approval

Date

revised 9/9/20

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10129 POLICE DEPARTMENT							
10129 51110 ADMINISTRATION	473,575	0	473,575	467,978.15	.00	5,596.85	98.8%
10129 51210 CLERICAL AND TECHNI	307,282	0	307,282	303,817.31	.00	3,464.69	98.9%
10129 51220 CUSTODIAL	43,923	-26,364	17,559	17,559.16	.00	.00	100.0%
10129 51420 PATROL	3,333,709	0	3,333,709	3,194,343.12	.00	139,365.88	95.8%
10129 51421 MARINE PATROL	23,716	1,600	25,316	22,209.74	.00	3,106.26	87.7%
10129 51430 DETECTIVE	486,203	0	486,203	464,978.31	.00	21,224.69	95.6%
10129 51435 COMMUNITY SERVICE O	140,053	0	140,053	109,299.79	.00	30,753.21	78.0%
10129 51450 EXTRA DUTY	0	0	0	10,618.50	.00	-10,618.50	100.0%*
10129 51810 OVERTIME	145,814	0	145,814	127,111.84	.00	18,702.16	87.2%
10129 51820 REPLACEMENT OVERTIM	360,508	43,400	403,908	415,399.58	.00	-11,491.58	102.8%*
10129 51830 TRAINING & EDUCATIO	113,967	-45,000	68,967	74,063.94	.00	-5,096.94	107.4%*
10129 51910 FRINGE BENEFITS	0	0	0	-223.20	.00	223.20	100.0%
10129 51920 F.I.C.A.	420,922	0	420,922	381,905.66	.00	39,016.34	90.7%
10129 52010 ADVERTISING	500	0	500	428.60	.00	71.40	85.7%
10129 52020 POSTAGE	2,000	0	2,000	932.59	.00	1,067.41	46.6%
10129 52030 PROFESSIONAL FEES	11,000	0	11,000	10,960.50	.00	39.50	99.6%
10129 52040 SERVICE CONT. AND R	39,785	-118	39,668	32,601.93	.00	7,065.57	82.2%
10129 52050 DUES,CONFERENCES &	1,735	0	1,735	865.00	.00	870.00	49.9%
10129 52060 PRINTING	1,200	0	1,200	1,051.55	.00	148.45	87.6%
10129 52080 TELEPHONE	33,422	0	33,422	29,305.83	.00	4,116.17	87.7%
10129 52090 HEATING FUEL	17,566	0	17,566	14,803.19	.00	2,762.81	84.3%
10129 52100 ELECTRICITY	52,223	0	52,223	51,834.68	.00	388.32	99.3%
10129 52115 WATER & SEWER CHARG	4,500	0	4,500	3,487.54	.00	1,012.46	77.5%
10129 52300 TRAINING,EDUCATION	74,200	0	74,200	72,051.38	.00	2,148.62	97.1%
10129 52305 OSHA COMPLIANCE	5,500	0	5,500	4,981.40	.00	518.60	90.6%
10129 52370 CLOTHING OR UNIFORM	84,465	0	84,465	80,523.10	.00	3,941.90	95.3%
10129 52440 DATA PROCESSING SER	0	0	0	.00	.00	.00	.0%
10129 52520 CRIMINAL JUSTICE PL	13,520	0	13,520	13,520.00	.00	.00	100.0%
10129 53010 OFFICE SUPPLIES	1,000	0	1,000	833.84	.00	166.16	83.4%
10129 53020 OTHER SUPPLIES	7,000	0	7,000	6,871.55	.00	128.45	98.2%
10129 53070 AUTO REPAIRS	32,000	0	32,000	29,704.52	1,990.00	305.48	99.0%
10129 53090 FUELS AND LUBRICANT	111,441	-22,000	89,441	63,091.48	.00	26,349.52	70.5%
10129 53100 TIRES	10,325	0	10,325	11,788.24	.00	-1,463.24	114.2%*
10129 53150 BUILDING MAINTENANC	16,250	48,364	64,614	61,955.45	.00	2,658.39	95.9%
10129 53180 POLICE EQUIP. & SUP	39,660	0	39,660	36,859.20	.00	2,800.80	92.9%
10129 53210 SELECTIVE ENFORCEME	2,500	0	2,500	2,000.00	.00	500.00	80.0%
10129 53220 MARINE PATROL	4,000	16,566	20,566	12,239.44	.00	8,326.56	59.5%
10129 53260 DOG WARDEN SUPPLIES	30,000	0	30,000	30,000.00	.00	.00	100.0%
10129 53320 CHALLENGE	0	0	0	.00	.00	.00	.0%
10129 54020 EQUIPMENT	5,277	118	5,395	2,694.50	2,700.00	.00	100.0%

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10129 54040 VEHICLES EQUIPMENT	0	0	0	.00	.00	.00	.0%
TOTAL POLICE DEPARTMENT	6,450,741	16,566	6,467,307	6,164,447.41	4,690.00	298,169.59	95.4%
TOTAL GENERAL FUND	6,450,741	16,566	6,467,307	6,164,447.41	4,690.00	298,169.59	95.4%
TOTAL EXPENSES	6,450,741	16,566	6,467,307	6,164,447.41	4,690.00	298,169.59	

TOWN OF WATERFORD
TRANSFER REQUEST FORM

In Series (Over $1000)

Emergency Management
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Budget Amount	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Budget Amount
1	10122	51440	Dispatch Personnel	$ 642,931	$ 44,398		(4,000.00)	$ 40,398
2	10122	51110	Administration	$ 73,600	(1,224.00)	4,000.00		$ 2,776
3	10122	51440	Dispatch Personnel	$ 642,931	$ 40,398		(1,500.00)	$ 38,898
4	10122	51810	Overtime	$ 131,668	$ 7,579	1,500.00		$ 9,079
5								$ -
8								$ -
9								$ -
10								$ -
					TOTAL	5,500.00	(5,500.00)	

Explanation:

The department was short one fulltime dispatcher for a portion of the fiscal year due to a retirement leading to a surplus in 51440. Overtime costs (51810) increased as a result of the vacancy and also due to an extended medical leave of a fulltime dispatcher. Admin. wages (51110) is over budget as the union contract with the town was settled near the end of the fiscal year resulting in retroactive pay for the majority of this year which was not budgeted.

Steven Sinagra
Department Head

June 24, 2021
Date

Kim Allen
Director of Finance

6/25/21
Date

First Selectman

Date

Commission/Board Approval

Date

revised 8/13/20

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10122 EMERGENCY MANAGEMENT							
10122 51110 ADMINISTRATION	73,600	0	73,600	74,824.27	.00	-1,224.27	101.7%*
10122 51210 CLERICAL AND TECHNI	14,256	0	14,256	13,205.04	.00	1,050.96	92.6%
10122 51240 DISPATCH EDUCATION	2,300	0	2,300	120.00	.00	2,180.00	5.2%
10122 51440 DISPATCH PERSONNEL	642,931	0	642,931	598,533.08	.00	44,397.92	93.1%
10122 51810 DISPATCH OVERTIME	131,668	0	131,668	124,089.26	.00	7,578.74	94.2%
10122 51823 EMERGENCY PERSONNEL	1,800	0	1,800	.00	.00	1,800.00	.0%
10122 51830 TRAINING & EDUCATIO	7,080	0	7,080	2,717.27	.00	4,362.73	38.4%
10122 51920 F.I.C.A.	66,069	0	66,069	58,092.02	.00	7,976.98	87.9%
10122 52010 ADVERTISING	200	0	200	.00	.00	200.00	.0%
10122 52020 POSTAGE	50	0	50	2.21	.00	47.79	4.4%
10122 52030 PROFESSIONAL FEES	1,000	0	1,000	999.00	.00	1.00	99.9%
10122 52040 SERVICE CONT. AND R	45,524	0	45,524	27,637.72	.00	17,886.28	60.7%
10122 52050 DUES,CONFERENCES &	22,084	-11,747	10,337	5,660.81	.00	4,676.48	54.8%
10122 52060 PRINTING	200	0	200	.00	.00	200.00	.0%
10122 52070 REIMBURSABLE EXPENS	0	0	0	.00	.00	.00	.0%
10122 52080 TELEPHONE	25,537	1,700	27,237	25,946.41	.00	1,290.59	95.3%
10122 52100 ELECTRICITY	35,546	0	35,546	34,379.62	.00	1,166.38	96.7%
10122 52300 TRAINING,EDUCATION	2,600	0	2,600	971.45	.00	1,628.55	37.4%
10122 52370 DISPATCH CLOTHING A	3,760	1,700	5,460	2,500.65	2,773.00	186.35	96.6%
10122 52415 GENERATOR MAINTENAN	8,200	0	8,200	.00	.00	8,200.00	.0%
10122 53010 OFFICE SUPPLIES	250	191	441	44.22	.00	396.78	10.0%
10122 53020 OTHER SUPPLIES	1,000	15	1,015	1,014.50	.00	.50	100.0%
10122 53090 FUELS AND LUBRICANT	600	-206	394	.00	.00	394.00	.0%
10122 53120 SHELTER SUPPLIES	600	0	600	.00	.00	600.00	.0%
10122 53130 RADIOLOGICAL SUPPLI	400	0	400	.00	.00	400.00	.0%
10122 54120 DISPATCH CENTER EQU	1	8,347	8,348	.00	16,693.42	-8,345.71	200.0%*
10122 54150 SURPLUS EQUIPMENT	1	0	1	.00	.00	1.00	.0%
10122 54190 EMERGENCY EQUIPMENT	1	0	1	.00	.00	1.00	.0%
TOTAL EMERGENCY MANAGEMENT	1,087,258	0	1,087,258	970,737.53	19,466.42	97,054.05	91.1%
TOTAL GENERAL FUND	1,087,258	0	1,087,258	970,737.53	19,466.42	97,054.05	91.1%
TOTAL EXPENSES	1,087,258	0	1,087,258	970,737.53	19,466.42	97,054.05	

Waterford Youth & Family Services

To: Board of Selectmen
Board of Finance

From: Dani Gorman, Director of Youth & Family Services

Cc: Kimberly Allen, Director of Finance
Mike Buscetto, Chairman of Youth & Family Services Advisory Board

Re: Request for an Additional Appropriation – Fiscal Year 2021

Date: June 22, 2021

On behalf of the Youth & Family Services Advisory Board, I respectfully request the following be taken into consideration by the Board of Selectmen with a recommendation being forwarded to the Board of Finance for final action:

Background:

The department's year-end fiscal year budget will reflect deficits in the following 2 lines:

10119-51110	Administration	-$3,758.00
10119-51210	Clerical	-$12,720.00

These deficits have two underlying causes;

- In the Administration Line: The settlement of the Collective Bargaining Agreement between the Town and General Government Administrators Union resulted in retroactive pay as well as, increased salaries that were not accounted for in the original budget submission.

- In the Clerical Line: The department's efforts during the pandemic to meet the needs of the community as well as, the high demand for our services gave rise to the need for additional staff at levels we had never experienced before.

Additional Explanation:

From March of 2020 to date, Youth & Family Services has been at the forefront of providing relief services to residents of all ages who were impacted by the pandemic on many different levels. From food, housing, financial assistance, case management, mental health and an array of other human services, our incredible staff responded by working extended hours into the evenings and on weekends to help nearly 9,000 residents. On average, over 5,000 meals were provided to residents struggling with food insecurities monthly and 1,040 additional hours of case management services were provided to help individuals struggling emotionally and unable to maintain their livelihoods. While the line reflects an unusual deficit, it should be noted that the town's response to the many critical needs presented by the pandemic was reflective of a community that cares for its neighbors in need in a way that exceeded expectations. It has been an honor for this department to be recognized as the place to go (without hesitation or reservation) during a time of great need for so many children, families, adults, and senior citizens. We express a great deal of gratitude to town leaders and elected officials who demonstrated such great support of our efforts to help everyone who turned to us for assistance and we respectfully request that this additional appropriation be provided as requested.

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

YOUTH & FAMILY SERVICES
DEPARTMENT

4TH QUARTER

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10119	51810	OVERTIME	0	758		(600)	157.76
2	10119	52100	ELECTRICITY	16,000	(2,591)	600		(1,991.32)
3								0.00
4								0.00
5								0.00
6								0.00
7								0.00
8								0.00
9								0.00
10								0.00
								0.00
								0.00
					TOTAL	600	(600)	

Explanation

To cover costs associated with the increased use of the building due to the pandemic in which we extended our operational hours.

Dani Gorman
Department Head

6/22/2021
Date

Kim Allen
Director of Finance

6/24/2021
Date

First Selectman

Date

Commission/Board Approval

Date

revised 9/9/20

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10119 YOUTH SERVICE BUREAU							
10119 51110 ADMINISTRATION	141,352	0	141,352	140,689.15	.00	662.85	99.5%
10119 51210 CLERICAL AND TECHNI	42,339	0	42,339	52,248.28	.00	-9,909.28	123.4%*
10119 51810 OVERTIME	0	1,000	1,000	242.24	.00	757.76	24.2%
10119 51910 FRINGE BENEFITS	0	0	0	.00	.00	.00	.0%
10119 51920 F.I.C.A.	14,052	0	14,052	13,331.19	.00	720.81	94.9%
10119 52020 POSTAGE	200	200	400	356.64	.00	43.36	89.2%
10119 52030 PROFESSIONAL FEES	22,000	-1,800	20,200	17,283.60	.00	2,916.40	85.6%
10119 52040 SERVICE CONT AND RE	1,200	0	1,200	857.77	.00	342.23	71.5%
10119 52050 DUES, CONFERENCES &	550	0	550	550.00	.00	.00	100.0%
10119 52080 TELEPHONE	2,200	600	2,800	3,233.73	.00	-433.73	115.5%*
10119 52100 ELECTRICITY	16,000	0	16,000	18,591.32	.00	-2,591.32	116.2%*
10119 52110 WATER	200	0	200	56.75	.00	143.25	28.4%
10119 52120 SEWER	650	0	650	415.05	.00	234.95	63.9%
10119 52380 PROGRAMS	4,000	0	4,000	2,435.63	.00	1,564.37	60.9%
10119 54060 OFFICE EQUIPMENT	0	0	0	.00	.00	.00	.0%
TOTAL YOUTH SERVICE BUREAU	244,743	0	244,743	250,291.35	.00	-5,548.35	102.3%
TOTAL GENERAL FUND	244,743	0	244,743	250,291.35	.00	-5,548.35	102.3%
TOTAL EXPENSES	244,743	0	244,743	250,291.35	.00	-5,548.35	

TOWN OF WATERFORD
TRANSFER REQUEST FORM
In Series (Over $1000)

YOUTH & FAMILY SERVICES
DEPARTMENT

4TH QUARTER

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Available Budget
1	10119	52100	ELECTRICITY	16,000	(2,591)	3,264		$ 673
2	10119	52030	PROFESSIONAL FEES	22,000	2,916		(2,000)	$ 916
3	10119	52380	PROGRAMS	4,000	1,564		(1,264)	$ 300
4								$ -
5								$ -
6								$ -
7								$ -
8								$ -
					TOTAL	3,264	(3,264)	

Explanation:

Because of the pandemic, we had increased use of our building - especially because of the food bank and extended hours (evenings & weekends).

Dani Gorman
Department Head — Date: 6/22/2021

Kim Allen
Director of Finance — Date: 6/24/2021

First Selectman — **Date**

Commission/Board Approval — **Date**

revised 9/9/20

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10119 YOUTH SERVICE BUREAU							
10119 51110 ADMINISTRATION	141,352	0	141,352	140,689.15	.00	662.85	99.5%
10119 51210 CLERICAL AND TECHNI	42,339	0	42,339	52,248.28	.00	-9,909.28	123.4%*
10119 51810 OVERTIME	0	1,000	1,000	242.24	.00	757.76	24.2%
10119 51910 FRINGE BENEFITS	0	0	0	.00	.00	.00	.0%
10119 51920 F.I.C.A.	14,052	0	14,052	13,331.19	.00	720.81	94.9%
10119 52020 POSTAGE	200	200	400	356.64	.00	43.36	89.2%
10119 52030 PROFESSIONAL FEES	22,000	-1,800	20,200	17,283.60	.00	2,916.40	85.6%
10119 52040 SERVICE CONT AND RE	1,200	0	1,200	857.77	.00	342.23	71.5%
10119 52050 DUES,CONFERENCES &	550	0	550	550.00	.00	.00	100.0%
10119 52080 TELEPHONE	2,200	600	2,800	3,233.73	.00	-433.73	115.5%*
10119 52100 ELECTRICITY	16,000	0	16,000	18,591.32	.00	-2,591.32	116.2%*
10119 52110 WATER	200	0	200	56.75	.00	143.25	28.4%
10119 52120 SEWER	650	0	650	415.05	.00	234.95	63.9%
10119 52380 PROGRAMS	4,000	0	4,000	2,435.63	.00	1,564.37	60.9%
10119 54060 OFFICE EQUIPMENT	0	0	0	.00	.00	.00	.0%
TOTAL YOUTH SERVICE BUREAU	244,743	0	244,743	250,291.35	.00	-5,548.35	102.3%
TOTAL GENERAL FUND	244,743	0	244,743	250,291.35	.00	-5,548.35	102.3%
TOTAL EXPENSES	244,743	0	244,743	250,291.35	.00	-5,548.35	

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

PLANNING & ZONING
DEPARTMENT

4TH QUARTER

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10110	51110	ADMINISTRATION	104,097.00	2,553.20	2,779.51		5,332.71
2	10110	52030	PROFESSIONAL FEES	20,000.00	7,233.93		(2,779.51)	4,454.42
3								0.00
4								0.00
5								0.00
6								0.00
7								0.00
8								0.00
9								0.00
10								0.00
								0.00
								0.00
					TOTAL	2,779.51	(2,779.51)	

Explanation

Costs exceeded budgeted amount due to salary increases and union contract agreements that were not known when the Fiscal Year 2021 budget was drafted.

Abby Piersall
Department Head

6/15/2021
Date

Kim Allen
Director of Finance

6/16/2021
Date

First Selectman

Date

Commission/Board Approval

Date

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10110 PLANNING & ZONING COMM.							
10110 51110 ADMINISTRATION	104,097	0	104,097	101,543.80	.00	2,553.20	97.5%
10110 51120 INSPECTION	272,147	0	272,147	256,396.48	.00	15,750.52	94.2%
10110 51210 CLERICAL AND TECHNI	142,460	0	142,460	134,764.54	.00	7,695.46	94.6%
10110 51810 OVERTIME	4,910	0	4,910	1,854.75	.00	3,055.25	37.8%
10110 51910 FRINGE BENEFITS	5,687	0	5,687	5,268.15	.00	418.85	92.6%
10110 51920 F.I.C.A.	40,491	0	40,491	35,938.61	.00	4,552.39	88.8%
10110 52010 ADVERTISING	4,000	0	4,000	2,676.59	.00	1,323.41	66.9%
10110 52020 POSTAGE	450	0	450	365.10	.00	84.90	81.1%
10110 52030 PROFESSIONAL FEES	20,000	0	20,000	5,766.07	7,000.00	7,233.93	63.8%
10110 52040 SERVICE CONT. AND R	25,764	0	25,764	25,439.34	.00	324.66	98.7%
10110 52050 DUES,CONFERENCES &	4,396	0	4,396	3,376.55	.00	1,019.45	76.8%
10110 52060 PRINTING	450	0	450	214.40	.00	235.60	47.6%
10110 52070 REIMBURSABLE EXPENS	200	0	200	.00	.00	200.00	.0%
10110 53010 OFFICE SUPPLIES	2,750	0	2,750	2,137.94	.00	612.06	77.7%
10110 53090 FUELS AND LUBRICANT	765	0	765	223.92	.00	541.08	29.3%
10110 54060 OFFICE EQUIPMENT	700	0	700	186.31	.00	513.69	26.6%
TOTAL PLANNING & ZONING COMM.	629,267	0	629,267	576,152.55	7,000.00	46,114.45	92.7%
TOTAL GENERAL FUND	629,267	0	629,267	576,152.55	7,000.00	46,114.45	92.7%
TOTAL EXPENSES	629,267	0	629,267	576,152.55	7,000.00	46,114.45	

TOWN OF WATERFORD
TRANSFER REQUEST FORM

Out of Series Transfer Request

BUILDING
DEPARTMENT

4TH QUARTER

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10118	51110	ADMINISTRATION	95,976.00	773.77	4,060		4,834.21
2	10118	51810	OVERTIME	1,243.00	421.63	315		736.45
3	10118	52030	PROFESSIONAL FEES	750.00	12,488.00		(4,375)	8,112.74
4								0.00
5								0.00
6								0.00
7								0.00
8								0.00
9								0.00
10								0.00
								0.00
								0.00
					TOTAL	4,375	(4,375)	

Explanation

Costs exceeded budgeted amount due to salary increases and union contract agreements that were not known when the Fiscal Year 2021 budget was drafted.

Abby Piersall
Department Head

6/15/2021
Date

Kim Allen
Director of Finance

6/16/2021
Date

First Selectman

Date

Commission/Board Approval

Date

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10118 BUILDING DEPARTMENT							
10118 51110 ADMINISTRATION	95,976	0	95,976	95,202.23	.00	773.77	99.2%
10118 51120 INSPECTION	159,207	-16,164	143,043	125,901.67	.00	17,141.28	88.0%
10118 51810 OVERTIME	1,243	0	1,243	821.37	.00	421.63	66.1%
10118 51910 FRINGE BENEFITS	225	1,164	1,389	1,389.05	.00	.00	100.0%
10118 51920 F.I.C.A.	19,634	0	19,634	16,367.80	.00	3,266.20	83.4%
10118 52010 ADVERTISING	1,200	0	1,200	690.25	.00	509.75	57.5%
10118 52020 POSTAGE	900	0	900	824.90	.00	75.10	91.7%
10118 52030 PROFESSIONAL FEES	750	15,000	15,750	2,612.00	650.00	12,488.00	20.7%
10118 52040 SERVICE CONT. AND R	2,658	0	2,658	1,946.49	.00	711.51	73.2%
10118 52050 DUES,CONFERENCES &	5,480	0	5,480	976.67	.00	4,503.33	17.8%
10118 53010 OFFICE SUPPLIES	850	0	850	78.66	.00	771.34	9.3%
10118 53090 FUELS AND LUBRICANT	900	0	900	439.84	.00	460.16	48.9%
10118 54060 OFFICE EQUIPMENT	400	0	400	.00	.00	400.00	.0%
TOTAL BUILDING DEPARTMENT	289,423	0	289,423	247,250.93	650.00	41,522.07	85.7%
TOTAL GENERAL FUND	289,423	0	289,423	247,250.93	650.00	41,522.07	85.7%
TOTAL EXPENSES	289,423	0	289,423	247,250.93	650.00	41,522.07	

TOWN OF WATERFORD
TRANSFER REQUEST FORM

Out of Series Transfer Request

ASSESSMENT
DEPARTMENT

4TH QUARTER

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10104	52040	SERVICE CONTRACTS & REPAIR	1,680.00	(145.45)	250		104.55
2	10104	51210	CLERICAL AND TECHNICAL	58,818.00	(1,243.59)	3,000		1,756.41
3	10104	51110	ADMINISTRATION	196,788.00	6,841.87		(3,250)	3,591.87
4								0.00
5								0.00
6								0.00
7								0.00
8								0.00
9								0.00
10								0.00
								0.00
								0.00
					TOTAL	3,250	(3,250)	

Explanation

1) Output overage (for the year) for Assessor's leased copier.

2) FY21 budget underfunded

3) Administration surplus due to staff changes.

Paige Walton
Department Head

6/14/2021
Date

Kim Allen
Director of Finance

6/16/2021
Date

First Selectman

Date

Commission/Board Approval

Date

revised 9/9/20

06/15/2021 13:34
kallen

Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10104 ASSESSOR							
10104 51110 ADMINISTRATION	196,788	-100	196,688	189,846.13	.00	6,841.87	96.5%
10104 51210 CLERICAL AND TECHNI	58,818	-736	58,082	59,325.37	.00	-1,243.59	102.1%*
10104 51810 OVERTIME	0	0	0	.00	.00	.00	.0%
10104 51910 FRINGE BENEFITS	2,697	-1,805	892	891.47	.00	.53	99.9%
10104 51920 F.I.C.A.	19,761	0	19,761	18,171.93	.00	1,589.07	92.0%
10104 52010 ADVERTISING	650	-435	215	214.39	.00	.61	99.7%
10104 52020 POSTAGE	744	560	1,304	1,258.20	.00	45.80	96.5%
10104 52030 PROFESSIONAL FEES	0	250	250	250.00	.00	.00	100.0%
10104 52040 SERVICE CONT. AND R	1,680	3,561	5,241	5,486.67	.00	-245.45	104.7%*
10104 52050 DUES,CONFERENCES &	1,825	-1,445	380	380.00	.00	.00	100.0%
10104 52070 REIMBURSABLE EXPENS	0	0	0	.00	.00	.00	.0%
10104 53020 OTHER SUPPLIES	150	150	300	282.47	.00	17.53	94.2%
10104 53200 PRICING BOOKS	500	0	500	470.00	.00	30.00	94.0%
10104 54060 OFFICE EQUIPMENT	0	0	0	.00	.00	.00	.0%
TOTAL ASSESSOR	283,613	0	283,613	276,576.63	.00	7,036.37	97.5%
TOTAL GENERAL FUND	283,613	0	283,613	276,576.63	.00	7,036.37	97.5%
TOTAL EXPENSES	283,613	0	283,613	276,576.63	.00	7,036.37	

TOWN OF WATERFORD
TRANSFER REQUEST FORM

In Series (Over $1000)

Public Works
DEPARTMENT

Fourth Quarter Transfers

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Budget Amount	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Budget Amount
1	10130	51110	Administration	$ 315,404.00	$ 1,304.02	9,000.00		$ 10,304
2	10130	51510	Equipment Maintenance	$ 345,771.00	$ 87,544.89		(21,000.00)	$ 108,545
3	10130	51530	Refuse Collection	$ 292,464	$ (13,831)	30,000.00		$ 16,169
4	10130	51520	Highway Maintenance	$ 984,189.00	$ 83,355.58		(30,000.00)	$ 113,356
5	10130	51810	Overtime	$ 52,000	$ (8,092)	12,000.00		$ 3,908
6								
								$ -
								$ -
					TOTAL	51,000.00	(51,000.00)	

Explanation:

1. Administration will go over due to GGA contract settlement
2. Equipment Maintenance had a position open most of the year
3. Refuse collection is over due to coverage from highway personnel for Transfer Station, Sanitation & Recycling fill ins
4. Highway Maintenance has the funds to cover this built in the budget
5. Overtime is over due to tropical storm Iasis as well as other wind storms

Gary J. Schneider
Department Head

6/18/2021
Date

Kim Allen
Director of Finance

6/25/21
Date

First Selectman

Date

Commission/Board Approval

Date

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10130 PUBLIC WORKS							
10130 51110 ADMINISTRATION	315,404	0	315,404	314,099.98	.00	1,304.02	99.6%
10130 51130 ENGINEERING	5,735	0	5,735	668.96	.00	5,066.04	11.7%
10130 51210 CLERICAL AND TECHNI	141,937	0	141,937	136,541.62	.00	5,395.38	96.2%
10130 51450 EXTRA DUTY	0	0	0	.00	.00	.00	.0%
10130 51451 EXTRA DUTY REGULAR	0	0	0	.00	.00	.00	.0%
10130 51510 EQUIPMENT MAINTENAN	345,771	0	345,771	258,226.11	.00	87,544.89	74.7%
10130 51520 HIGHWAY MAINTENANCE	984,189	-114,365	869,824	786,468.42	.00	83,355.58	90.4%
10130 51530 REFUSE COLL.& DISPO	292,464	114,365	406,829	420,659.95	.00	-13,830.95	103.4%*
10130 51540 SNOW REMOVAL	80,000	0	80,000	76,057.32	.00	3,942.68	95.1%
10130 51810 OVERTIME	52,000	0	52,000	60,091.78	.00	-8,091.78	115.6%*
10130 51910 FRINGE BENEFITS	11,005	0	11,005	10,214.77	85.38	704.85	93.6%
10130 51920 F.I.C.A.	170,480	0	170,480	147,140.49	.00	23,339.51	86.3%
10130 52010 ADVERTISING	6,100	0	6,100	5,880.60	.00	219.40	96.4%
10130 52020 POSTAGE	437	0	437	293.76	.00	143.24	67.2%
10130 52030 PROFESSIONAL FEES	90,000	5,000	95,000	71,458.10	26,123.42	-2,581.52	102.7%*
10130 52040 SERVICE CONT. AND R	58,600	0	58,600	59,032.78	5,094.07	-5,526.85	109.4%*
10130 52050 DUES,CONFERENCES &	1,960	1,025	2,985	1,183.00	1,800.00	2.00	99.9%
10130 52060 PRINTING	90	0	90	50.00	.00	40.00	55.6%
10130 52070 REIMBURSABLE EXPENS	50	0	50	39.98	.00	10.02	80.0%
10130 52090 FUEL OIL	41,100	-15,000	26,100	18,501.61	.00	7,598.39	70.9%
10130 52100 ELECTRICITY	25,400	15,000	40,400	44,253.59	.00	-3,853.59	109.5%*
10130 52110 WATER	8,100	0	8,100	5,827.09	.00	2,272.91	71.9%
10130 52400 MEAL ALLOWANCE	2,600	0	2,600	2,371.39	.00	228.61	91.2%
10130 52410 STREET TREE MAINTEN	1,500	0	1,500	557.23	.00	942.77	37.1%
10130 52450 SITE WORK	500	0	500	114.52	.00	385.48	22.9%
10130 52460 STREET LIGHTING	90,000	-1,025	88,975	77,798.61	.00	11,176.39	87.4%
10130 52470 SOLID WASTE DISPOSA	900,000	0	900,000	788,207.04	109,514.39	2,278.57	99.7%
10130 52475 RECYCLING PROGRAM	250	0	250	.00	.00	250.00	.0%
10130 52500 OPTIONS AND RIGHTS	1,000	0	1,000	.00	.00	1,000.00	.0%
10130 52510 RENTAL OF EQUIPMENT	20,000	5,000	25,000	24,764.88	.00	235.12	99.1%
10130 52531 LANDFILL CAP MAINTE	20,000	0	20,000	12,675.00	6,775.00	550.00	97.3%
10130 53010 OFFICE SUPPLIES	325	200	525	502.75	.00	22.25	95.8%
10130 53030 OPERATIONAL SUPPLIE	17,500	5,000	22,500	17,539.36	2,122.91	2,837.73	87.4%
10130 53050 ENGINEERING EQUIP.&	400	-200	200	3.96	.00	196.04	2.0%
10130 53070 AUTO REPAIRS	147,500	50,000	197,500	188,005.41	9,629.10	-134.51	100.1%*
10130 53090 FUELS AND LUBRICANT	216,700	0	216,700	113,337.10	.00	103,362.90	52.3%
10130 53100 TIRES	35,000	0	35,000	30,081.96	503.60	4,414.44	87.4%
10130 53240 REFUSE DISPOSAL MAT	0	0	0	.00	.00	.00	.0%
10130 53250 TRAFFIC CONTROL MAT	30,000	0	30,000	17,848.77	10,376.86	1,774.37	94.1%
10130 53300 HIGHWAY MATERIALS	235,000	-65,000	170,000	136,108.78	11,851.53	22,039.69	87.0%

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10130 54050 AUTOMOTIVE EQUIPMEN	17,412	0	17,412	15,513.05	1,798.00	100.95	99.4%
10130 54060 OFFICE EQUIPMENT	2,000	0	2,000	94.88	.00	1,905.12	4.7%
10130 55010 TOWN AID ROADS IMPR	320,698	0	320,698	162,487.29	151,833.48	6,377.23	98.0%
TOTAL PUBLIC WORKS	4,689,207	0	4,689,207	4,004,701.89	337,507.74	346,997.37	92.6%
TOTAL GENERAL FUND	4,689,207	0	4,689,207	4,004,701.89	337,507.74	346,997.37	92.6%
TOTAL EXPENSES	4,689,207	0	4,689,207	4,004,701.89	337,507.74	346,997.37	

TOWN OF WATERFORD
TRANSFER REQUEST FORM

In Series (Over $1000)

SENIOR SERVICES
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Budget Amount	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Budget Amount
1	10135	52100	ELECTRICITY	$ 30,876	$ 11,793		$ 1,001	$ 12,794
2	10135	52090	HEATING FUEL	$ 8,308	$ 198	$ 1,001		$ 1,199
3	10135	53090	FUEL & LUBRICANTS	$ 8,970	$ 6,963		$ 2,000	$ 8,963
4	10135	53070	AUTO REPAIRS	$ 3,024	$ 125	$ 2,000		$ 2,125
5								$ -
8								$ -
9								$ -
10								$ -
					TOTAL	$ 3,001	$ 3,001	

Explanation:

HEATING FUEL COSTS WERE HIGHER THAN EXPECTED

UNEXPECTED AUTO REPAIRS

Lisa L. Cappuccio
Department Head

6/23/2021
Date

Kim Allen
Director of Finance

6/25/21
Date

First Selectman

Date

Joyce M. Vlaun
Commission/Board Approval

6/23/2021
Date

revised 8/13/20

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10135 SENIOR CITIZEN COMMISSION							
10135 51110 ADMINISTRATION	148,882	5,200	154,082	148,175.14	.00	5,906.86	96.2%
10135 51210 CLERICAL AND TECHNI	212,639	-6,200	206,439	149,261.11	.00	57,177.89	72.3%
10135 51635 SENIOR PROGRAM INST	17,071	0	17,071	5,377.61	.00	11,693.39	31.5%
10135 51810 OVERTIME	891	1,000	1,891	854.00	.00	1,037.00	45.2%
10135 51910 FRINGE BENEFITS	0	0	0	.00	.00	.00	.0%
10135 51920 F.I.C.A.	29,030	0	29,030	21,908.85	.00	7,121.15	75.5%
10135 52010 ADVERTISING	344	0	344	120.00	.00	224.00	34.9%
10135 52020 POSTAGE	1,802	0	1,802	1,627.27	.00	174.73	90.3%
10135 52039 ADA SERVICES	450	0	450	.00	.00	450.00	.0%
10135 52040 SERVICE CONT. AND R	49,374	0	49,374	44,346.74	1,980.00	3,047.26	93.8%
10135 52050 DUES,CONFERENCES &	530	0	530	.00	.00	530.00	.0%
10135 52070 REIMBURSABLE EXPENS	0	0	0	.00	.00	.00	.0%
10135 52090 HEATING FUEL	8,308	0	8,308	8,110.12	.00	197.88	97.6%
10135 52100 ELECTRICITY	30,876	0	30,876	19,082.51	.00	11,793.49	61.8%
10135 52115 WATER/SEWER	2,220	0	2,220	1,467.36	.00	752.64	66.1%
10135 52130 PHYSICAL EXAMINATIO	1,220	0	1,220	291.00	.00	929.00	23.9%
10135 52380 PROGRAMS	26,370	0	26,370	3,539.51	1,300.00	21,530.49	18.4%
10135 53010 OFFICE SUPPLIES	673	0	673	84.45	.00	588.55	12.5%
10135 53020 OTHER SUPPLIES	2,611	0	2,611	660.58	.00	1,950.42	25.3%
10135 53070 AUTO REPAIRS	3,024	0	3,024	2,898.66	.00	125.34	95.9%
10135 53090 FUELS AND LUBRICANT	8,970	0	8,970	2,006.53	.00	6,963.47	22.4%
10135 54020 FITNESS EQUIPMENT	1,825	0	1,825	.00	1,825.00	.00	100.0%
10135 54030 KITCHEN EQUIPMENT	120	0	120	30.11	.00	89.89	25.1%
10135 54050 AUTOMOTIVE EQUIPMEN	897	0	897	94.24	.00	802.76	10.5%
10135 54060 OFFICE EQUIPMENT	0	0	0	.00	.00	.00	.0%
TOTAL SENIOR CITIZEN COMMISSION	548,127	0	548,127	409,935.79	5,105.00	133,086.21	75.7%
TOTAL GENERAL FUND	548,127	0	548,127	409,935.79	5,105.00	133,086.21	75.7%
TOTAL EXPENSES	548,127	0	548,127	409,935.79	5,105.00	133,086.21	

TOWN OF WATERFORD
TRANSFER REQUEST FORM
In Series (Over $1000)

Public Works
DEPARTMENT

Fourth Quarter Transfers

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Budget Amount	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Budget Amount
1	10130	52040	Service Contracts & Repairs	$ 58,600	$ (1,196)	$ 3,000		$ 1,804
2	10130	52030	Professional Fees	$ 90,000	$ 2,492		$ (2,000)	$ 4,492
3	10130	52500	Options & Right of Ways	$ 1,000	$ 1,000		$ (1,000)	$ 2,000
4	10130	52100	Electricity	$ 25,400	$ (3,854)	$ 5,000		$ 1,146
5	10130	52090	Fuel Oil	$ 41,100	$ 7,598		$ (5,000)	$ 12,598
								$ -
								$ -
								$ -
					TOTAL	$ 8,000	$ (8,000)	

Explanation:

1 Unexpected expenses in this line were due to repairs need at the scale, as well as the exterminator increase in the new building

2 Work for the MS4 project will be completed in the next fiscal year, which left us a balance in this line.

3 The Department did not have to aquire any Rights of Way this fiscal year

4 The electricity in the new building was unknown - we are tracking for better budgeting purposes

5 This Department switched to Gas service. We continue to track our usage for the budget.

Gary J. Schneider
Department Head

6/30/2021
Date

Kim Allen
Director of Finance

6/30/21
Date

First Selectman

Date

Commission/Board Approval

Date

revised 8/13/20

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10130 PUBLIC WORKS							
10130 51110 ADMINISTRATION	315,404	0	315,404	320,258.85	.00	-4,854.85	101.5%*
10130 51130 ENGINEERING	5,735	0	5,735	668.96	.00	5,066.04	11.7%
10130 51210 CLERICAL AND TECHNI	141,937	0	141,937	138,861.54	.00	3,075.46	97.8%
10130 51450 EXTRA DUTY	0	0	0	.00	.00	.00	.0%
10130 51451 EXTRA DUTY REGULAR	0	0	0	.00	.00	.00	.0%
10130 51510 EQUIPMENT MAINTENAN	345,771	0	345,771	264,853.75	.00	80,917.25	76.6%
10130 51520 HIGHWAY MAINTENANCE	984,189	-114,365	869,824	802,719.76	.00	67,104.24	92.3%
10130 51530 REFUSE COLL.& DISPO	292,464	114,365	406,829	429,497.34	.00	-22,668.34	105.6%*
10130 51540 SNOW REMOVAL	80,000	0	80,000	76,057.32	.00	3,942.68	95.1%
10130 51810 OVERTIME	52,000	0	52,000	60,822.64	.00	-8,822.64	117.0%*
10130 51910 FRINGE BENEFITS	11,005	0	11,005	10,214.77	85.38	704.85	93.6%
10130 51920 F.I.C.A.	170,480	0	170,480	150,023.22	.00	20,456.78	88.0%
10130 52010 ADVERTISING	6,100	0	6,100	5,880.60	.00	219.40	96.4%
10130 52020 POSTAGE	437	0	437	293.76	.00	143.24	67.2%
10130 52030 PROFESSIONAL FEES	90,000	5,000	95,000	71,458.10	21,049.46	2,492.44	97.4%
10130 52040 SERVICE CONT. AND R	58,600	0	58,600	59,032.78	763.63	-1,196.41	102.0%*
10130 52050 DUES,CONFERENCES &	1,960	1,025	2,985	1,183.00	1,800.00	2.00	99.9%
10130 52060 PRINTING	90	0	90	50.00	.00	40.00	55.6%
10130 52070 REIMBURSABLE EXPENS	50	0	50	39.98	.00	10.02	80.0%
10130 52090 FUEL OIL	41,100	-15,000	26,100	18,501.61	.00	7,598.39	70.9%
10130 52100 ELECTRICITY	25,400	15,000	40,400	44,253.59	.00	-3,853.59	109.5%*
10130 52110 WATER	8,100	0	8,100	5,827.09	.00	2,272.91	71.9%
10130 52400 MEAL ALLOWANCE	2,600	0	2,600	2,371.39	.00	228.61	91.2%
10130 52410 STREET TREE MAINTEN	1,500	0	1,500	557.23	.00	942.77	37.1%
10130 52450 SITE WORK	500	0	500	27.56	.00	472.44	5.5%
10130 52460 STREET LIGHTING	90,000	-1,025	88,975	77,885.57	.00	11,089.43	87.5%
10130 52470 SOLID WASTE DISPOSA	900,000	0	900,000	788,207.04	109,514.39	2,278.57	99.7%
10130 52475 RECYCLING PROGRAM	250	0	250	.00	.00	250.00	.0%
10130 52500 OPTIONS AND RIGHTS	1,000	0	1,000	.00	.00	1,000.00	.0%
10130 52510 RENTAL OF EQUIPMENT	20,000	5,000	25,000	24,764.88	.00	235.12	99.1%
10130 52531 LANDFILL CAP MAINTE	20,000	0	20,000	12,675.00	6,775.00	550.00	97.3%
10130 53010 OFFICE SUPPLIES	325	200	525	502.75	.00	22.25	95.8%
10130 53030 OPERATIONAL SUPPLIE	17,500	5,000	22,500	17,539.36	2,086.46	2,874.18	87.2%
10130 53050 ENGINEERING EQUIP.&	400	-200	200	3.96	.00	196.04	2.0%
10130 53070 AUTO REPAIRS	147,500	50,000	197,500	188,005.41	9,344.34	150.25	99.9%
10130 53090 FUELS AND LUBRICANT	216,700	0	216,700	113,337.10	.00	103,362.90	52.3%
10130 53100 TIRES	35,000	0	35,000	30,081.96	503.60	4,414.44	87.4%
10130 53240 REFUSE DISPOSAL MAT	0	0	0	.00	.00	.00	.0%
10130 53250 TRAFFIC CONTROL MAT	30,000	0	30,000	17,848.77	10,376.86	1,774.37	94.1%
10130 53300 HIGHWAY MATERIALS	235,000	-65,000	170,000	136,108.78	11,851.53	22,039.69	87.0%

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10130 54050 AUTOMOTIVE EQUIPMEN	17,412	0	17,412	15,513.05	1,798.00	100.95	99.4%
10130 54060 OFFICE EQUIPMENT	2,000	0	2,000	94.88	.00	1,905.12	4.7%
10130 55010 TOWN AID ROADS IMPR	320,698	0	320,698	162,487.29	151,833.48	6,377.23	98.0%
TOTAL PUBLIC WORKS	4,689,207	0	4,689,207	4,048,510.64	327,782.13	312,914.23	93.3%
TOTAL GENERAL FUND	4,689,207	0	4,689,207	4,048,510.64	327,782.13	312,914.23	93.3%
TOTAL EXPENSES	4,689,207	0	4,689,207	4,048,510.64	327,782.13	312,914.23	

TOWN OF WATERFORD
TRANSFER REQUEST FORM
In Series (Over $1000)

Building Maintenance
DEPARTMENT

Fourth Quarter Transfers

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Budget Amount	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Budget Amount
1	10111	52100	Electricity	$ 60,000.00	$ (538.01)	5,000.00		$ 4,462
2	10111	52040	Service Contracts & Repairs	$ 61,357.00	$ 11,356.00		5,000.00	$ 6,356
3	10111	52110	Water	$ 1,600	$ (106.28)	600.00		$ 494
4	10111	52010	Advertising	$ 1,020.00	$ 777.00		600.00	$ 177
5	10111	52120	Sewer	$ 2,900	$ 489.10	800.00		$ 1,289
6	10111	52040	Service Contracts & Repairs	$ 61,357	$ 6,356		800.00	$ 5,556
								$ -
								$ -
					TOTAL	6,400.00	6,400.00	

Explanation:

1 The Town is now paying for electricity at Southwest School, which was not in the budget

2 This line has money left due to not having a Facility Manager, so only emergency repairs were addressed

3 The Town is now paying for water service at Southwest School, which was not in the budget. There are more invoices expected

4 There is money left in advertising, due to not publishing as many items in the paper

5 The Town is now paying for sewer service at Southwest School, which was not in the budget. This number is an anticipated amount as there is another bill

6 This line has money left due to not having a Facility Manager, so only emergency repairs were addressed

Gary J. Schneider
Department Head

6/29/2021
Date

Kim Allen
Director of Finance

6/29/21
Date

First Selectman

Date

Commission/Board Approval

Date

revised 8/13/20

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10111 BUILDING MAINTENANCE							
10111 51140 FACILITIES COORDIN	76,500	0	76,500	52,113.39	.00	24,386.61	68.1%
10111 51810 OVERTIME	0	0	0	.00	.00	.00	.0%
10111 51910 FRINGE BENEFITS	75	0	75	.00	.00	75.00	.0%
10111 51920 F.I.C.A.	5,858	0	5,858	3,953.02	.00	1,904.98	67.5%
10111 52010 ADVERTISING	1,020	0	1,020	.00	.00	1,020.00	.0%
10111 52040 SERVICE CONT. AND R	61,357	0	61,357	43,134.19	6,866.35	11,356.46	81.5%
10111 52090 FUEL OIL	6,735	0	6,735	5,641.67	.00	1,093.33	83.8%
10111 52100 ELECTRICITY	60,000	0	60,000	60,538.01	.00	-538.01	100.9%*
10111 52110 WATER	1,600	0	1,600	1,706.28	.00	-106.28	106.6%*
10111 52120 SEWER	2,900	0	2,900	2,410.90	.00	489.10	83.1%
10111 53020 OTHER SUPPLIES	10,000	0	10,000	7,237.56	1,528.66	1,233.78	87.7%
10111 55030 PUBLIC IMPROVEMENTS	27,000	0	27,000	22,977.98	4,033.68	-11.66	100.0%*
TOTAL BUILDING MAINTENANCE	253,045	0	253,045	199,713.00	12,428.69	40,903.31	83.8%
TOTAL GENERAL FUND	253,045	0	253,045	199,713.00	12,428.69	40,903.31	83.8%
TOTAL EXPENSES	253,045	0	253,045	199,713.00	12,428.69	40,903.31	

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

Building Maintenance
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Budget Amount	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Budget Amount
1	10111	55030	Public Improvements	27,000.00	(11.66)	12.00		0.34
2	10111	53020	Other Supplies	10,000.00	1,233.78		12.00	1,245.78
3								0.00
4								0.00
5								0.00
6								0.00
7								0.00
8								0.00
9								0.00
10								0.00
								0.00
								0.00
					TOTAL	12.00	12.00	

Explanation

1 Leaky roofs at the library, police dept and dispatch center have been the major expenses for this line

2. There is a balance in this line because the better part of the year, the town buildings were closed down, so no night meetings using bathroom supplies

Gary Schneider
Department Head

6/29/2021
Date

Kim Allen
Director of Finance

6/29/2021
Date

First Selectman

Date

Commission/Board Approval

Date

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10111 BUILDING MAINTENANCE							
10111 51140 FACILITIES COORDIN	76,500	0	76,500	52,113.39	.00	24,386.61	68.1%
10111 51810 OVERTIME	0	0	0	.00	.00	.00	.0%
10111 51910 FRINGE BENEFITS	75	0	75	.00	.00	75.00	.0%
10111 51920 F.I.C.A.	5,858	0	5,858	3,953.02	.00	1,904.98	67.5%
10111 52010 ADVERTISING	1,020	0	1,020	.00	.00	1,020.00	.0%
10111 52040 SERVICE CONT. AND R	61,357	0	61,357	43,134.19	6,866.35	11,356.46	81.5%
10111 52090 FUEL OIL	6,735	0	6,735	5,641.67	.00	1,093.33	83.8%
10111 52100 ELECTRICITY	60,000	0	60,000	60,538.01	.00	-538.01	100.9%*
10111 52110 WATER	1,600	0	1,600	1,706.28	.00	-106.28	106.6%*
10111 52120 SEWER	2,900	0	2,900	2,410.90	.00	489.10	83.1%
10111 53020 OTHER SUPPLIES	10,000	0	10,000	7,237.56	1,528.66	1,233.78	87.7%
10111 55030 PUBLIC IMPROVEMENTS	27,000	0	27,000	22,977.98	4,033.68	-11.66	100.0%*
TOTAL BUILDING MAINTENANCE	253,045	0	253,045	199,713.00	12,428.69	40,903.31	83.8%
TOTAL GENERAL FUND	253,045	0	253,045	199,713.00	12,428.69	40,903.31	83.8%
TOTAL EXPENSES	253,045	0	253,045	199,713.00	12,428.69	40,903.31	

TOWN OF WATERFORD
TRANSFER REQUEST FORM

Out of Series Transfer Request

ASSESSOR
DEPARTMENT

4th QUARTER

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10104	52030	PROFESSIONAL FEES	0	0	1,100		1,100.00
2	10104	5110	ADMINISTRATION	196,788	1,292		(1,100)	191.91
3								0.00
4								0.00
5								0.00
6								0.00
7								0.00
8								0.00
9								0.00
10								0.00
								0.00
								0.00
								0.00
					TOTAL	1,100	(1,100)	

Explanation

Paige Walton is working as a consultant to ensure the work in the Assessor's office continues until a replacement can be hired. The balance in the administrative salary line is being moved to professional fees to process payment as a consultant.

Department Head — **Date**

Kim Allen
Director of Finance — 6/30/2021 **Date**

First Selectman — **Date**

Commission/Board Approval — **Date**

revised 9/9/20

06/30/2021 08:42
kallen

Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10104 ASSESSOR							
10104 51110 ADMINISTRATION	196,788	-100	196,688	195,396.09	.00	1,291.91	99.3%
10104 51210 CLERICAL AND TECHNI	58,818	-736	58,082	63,737.11	.00	-5,655.33	109.7%*
10104 51810 OVERTIME	0	0	0	.00	.00	.00	.0%
10104 51910 FRINGE BENEFITS	2,697	-1,805	892	891.47	.00	.53	99.9%
10104 51920 F.I.C.A.	19,761	0	19,761	18,900.75	.00	860.25	95.6%
10104 52010 ADVERTISING	650	-435	215	214.39	.00	.61	99.7%
10104 52020 POSTAGE	744	560	1,304	1,258.20	.00	45.80	96.5%
10104 52030 PROFESSIONAL FEES	0	250	250	250.00	.00	.00	100.0%
10104 52040 SERVICE CONT. AND R	1,680	3,561	5,241	5,486.67	.00	-245.45	104.7%*
10104 52050 DUES,CONFERENCES &	1,825	-1,445	380	380.00	.00	.00	100.0%
10104 52070 REIMBURSABLE EXPENS	0	0	0	.00	.00	.00	.0%
10104 53020 OTHER SUPPLIES	150	150	300	282.47	.00	17.53	94.2%
10104 53200 PRICING BOOKS	500	0	500	470.00	.00	30.00	94.0%
10104 54060 OFFICE EQUIPMENT	0	0	0	.00	.00	.00	.0%
TOTAL ASSESSOR	283,613	0	283,613	287,267.15	.00	-3,654.15	101.3%
TOTAL GENERAL FUND	283,613	0	283,613	287,267.15	.00	-3,654.15	101.3%
TOTAL EXPENSES	283,613	0	283,613	287,267.15	.00	-3,654.15	

TOWN OF WATERFORD
TRANSFER REQUEST FORM

In Series (Over $1000)

SENIOR SERVICES
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Budget Amount	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Budget Amount
1	10135	52100	ELECTRICITY	$ 30,876	$ 11,793		$ 1,001	$ 12,794
2	10135	52090	HEATING FUEL	$ 8,308	$ 198	$ 1,001		$ 1,199
3	10135	53090	FUEL & LUBRICANTS	$ 8,970	$ 6,963		$ 2,000	$ 8,963
4	10135	53070	AUTO REPAIRS	$ 3,024	$ 125	$ 2,000		$ 2,125
5								$ -
8								$ -
9								$ -
10								$ -
					TOTAL	$ 3,001	$ 3,001	

Explanation:

HEATING FUEL COSTS WERE HIGHER THAN EXPECTED

UNEXPECTED AUTO REPAIRS

Lisa L. Cappuccio
Department Head

6/23/2021
Date

Kim Allen
Director of Finance

6/25/21
Date

First Selectman

Date

Joyce M. Vlaun
Commission/Board Approval

6/23/2021
Date

revised 8/13/20

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10135 SENIOR CITIZEN COMMISSION							
10135 51110 ADMINISTRATION	148,882	5,200	154,082	148,175.14	.00	5,906.86	96.2%
10135 51210 CLERICAL AND TECHNI	212,639	-6,200	206,439	149,261.11	.00	57,177.89	72.3%
10135 51635 SENIOR PROGRAM INST	17,071	0	17,071	5,377.61	.00	11,693.39	31.5%
10135 51810 OVERTIME	891	1,000	1,891	854.00	.00	1,037.00	45.2%
10135 51910 FRINGE BENEFITS	0	0	0	.00	.00	.00	.0%
10135 51920 F.I.C.A.	29,030	0	29,030	21,908.85	.00	7,121.15	75.5%
10135 52010 ADVERTISING	344	0	344	120.00	.00	224.00	34.9%
10135 52020 POSTAGE	1,802	0	1,802	1,627.27	.00	174.73	90.3%
10135 52039 ADA SERVICES	450	0	450	.00	.00	450.00	.0%
10135 52040 SERVICE CONT. AND R	49,374	0	49,374	44,346.74	1,980.00	3,047.26	93.8%
10135 52050 DUES,CONFERENCES &	530	0	530	.00	.00	530.00	.0%
10135 52070 REIMBURSABLE EXPENS	0	0	0	.00	.00	.00	.0%
10135 52090 HEATING FUEL	8,308	0	8,308	8,110.12	.00	197.88	97.6%
10135 52100 ELECTRICITY	30,876	0	30,876	19,082.51	.00	11,793.49	61.8%
10135 52115 WATER/SEWER	2,220	0	2,220	1,467.36	.00	752.64	66.1%
10135 52130 PHYSICAL EXAMINATIO	1,220	0	1,220	291.00	.00	929.00	23.9%
10135 52380 PROGRAMS	26,370	0	26,370	3,539.51	1,300.00	21,530.49	18.4%
10135 53010 OFFICE SUPPLIES	673	0	673	84.45	.00	588.55	12.5%
10135 53020 OTHER SUPPLIES	2,611	0	2,611	660.58	.00	1,950.42	25.3%
10135 53070 AUTO REPAIRS	3,024	0	3,024	2,898.66	.00	125.34	95.9%
10135 53090 FUELS AND LUBRICANT	8,970	0	8,970	2,006.53	.00	6,963.47	22.4%
10135 54020 FITNESS EQUIPMENT	1,825	0	1,825	.00	1,825.00	.00	100.0%
10135 54030 KITCHEN EQUIPMENT	120	0	120	30.11	.00	89.89	25.1%
10135 54050 AUTOMOTIVE EQUIPMEN	897	0	897	94.24	.00	802.76	10.5%
10135 54060 OFFICE EQUIPMENT	0	0	0	.00	.00	.00	.0%
TOTAL SENIOR CITIZEN COMMISSION	548,127	0	548,127	409,935.79	5,105.00	133,086.21	75.7%
TOTAL GENERAL FUND	548,127	0	548,127	409,935.79	5,105.00	133,086.21	75.7%
TOTAL EXPENSES	548,127	0	548,127	409,935.79	5,105.00	133,086.21	

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series (Over $1000)/Additional Appropriation

Town Clerk
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Available Budget
1	10109	53280	Election Materials	$ 1,400	$ 1,400		1,400.00	$ -
2	10109	52510	Rental of Equipment	$ 25,000	$ 134	1,400.00		$ 1,534
3								$ -
4								
5								$ -
6								
7								$ -
8								$ -
					TOTAL	1,400.00	1,400.00	

Explanation:

Please see the attached memo for further detail.

David T. Campo
Department Head

6/30/21
Date

Kim Allen
Director of Finance

6/30/21
Date

First Selectman

Date

Commission/Board Approval

Date

revised 9/9/20

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

PHONE: 860-442-0553
www.waterfordct.org

June 29, 2021

Mr. Robert Brule, First Selectman
Board of Selectmen
15 Rope Ferry Rd
Waterford, CT 06385

RE: Budget Overages

Dear Mr. Brule:

Please be advised I am requesting an out-of-series transfer of $1400 from Line Item #10109-53280 due to an overage to Line Item #10109-52510 due to a spike in land recording transactions, caused by a robust real-estate market along with an increase in mortgage refinances. Please note, this has resulted *in a significant increase to the Town Clerk's revenue line.*

Please see the attached transfer form which details the request. Please feel free to reach out with any questions.

Sincerely,

David L. Campo

David L. Campo, CCTC
Town Clerk

CC: Director of Finance Kim Allen

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10109 TOWN CLERK							
10109 51010 ELECTED OFFICIALS	90,908	361	91,269	90,220.03	.00	1,048.97	98.9%
10109 51110 ADMINISTRATION	73,307	500	73,807	74,510.25	.00	-703.25	101.0%*
10109 51210 CLERICAL AND TECHNI	51,720	0	51,720	53,247.18	.00	-1,527.18	103.0%*
10109 51810 OVERTIME	100	-100	0	-.04	.00	.04	100.0%
10109 51920 F.I.C.A.	16,527	-761	15,766	15,176.88	.00	589.12	96.3%
10109 52010 ADVERTISING	1,000	-999	1	.00	.00	1.00	.0%
10109 52020 POSTAGE	2,900	240	3,140	3,074.31	.00	65.69	97.9%
10109 52030 PROFESSIONAL FEES	1	0	1	.00	.00	1.00	.0%
10109 52040 SERVICE CONT. AND R	1	0	1	.00	.00	1.00	.0%
10109 52050 DUES,CONFERENCES &	850	-240	610	610.00	.00	.00	100.0%
10109 52060 PRINTING	1	0	1	.00	.00	1.00	.0%
10109 52070 REIMBURSABLE EXPENS	1	0	1	.00	.00	1.00	.0%
10109 52180 VITAL STATISTICS	250	0	250	238.00	.00	12.00	95.2%
10109 52510 RENTAL OF EQUIPMENT	25,000	999	25,999	24,865.84	134.16	999.00	96.2%
10109 53010 OFFICE SUPPLIES	1	0	1	.00	.00	1.00	.0%
10109 53020 OTHER SUPPLIES	1	0	1	.00	.00	1.00	.0%
10109 53270 ORDINANCES	1,450	0	1,450	1,449.58	.00	.42	100.0%
10109 53280 ELECTION MATERIALS	1,400	0	1,400	.00	.00	1,400.00	.0%
10109 53290 MICROFILM SUPPLIES	1	0	1	.00	.00	1.00	.0%
10109 54060 OFFICE EQUIPMENT	1,890	0	1,890	1,889.90	.00	.10	100.0%
TOTAL TOWN CLERK	267,309	0	267,309	265,281.93	134.16	1,892.91	99.3%
TOTAL GENERAL FUND	267,309	0	267,309	265,281.93	134.16	1,892.91	99.3%
TOTAL EXPENSES	267,309	0	267,309	265,281.93	134.16	1,892.91	

* Additional Appropriation Request

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series (Over $1000)/Additional Appropriation

Town Clerk
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Available Budget
1	*10109*	*52510*	*Rental of Equipment*			336.00		$ 336
2								$ -
3	10109	51110	Administration			1,553.00		$ 1,553
4								$ -
5	10109	51210	Clerical & Technical			2,135.00		$ 2,135
					TOTAL	4,024.00	0.00	

Explanation:

Please see the attached memo for further detail.

[signature]
Department Head

6/30/21
Date

Kim allen
Director of Finance

6/30/21
Date

First Selectman

Date

Commission/Board Approval

Date

revised 9/9/20

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

PHONE: 860-442-0553
www.waterfordct.org

June 29, 2021

Mr. Robert Brule, First Selectman
Board of Selectmen
15 Rope Ferry Rd
Waterford, CT 06385

RE: Budget Overages

Dear Mr. Brule:

Please be advised that the Town Clerk's Department has gone over in the following accounts: 10109-51110 Administration, 10109-51210 Clerical & Technical due to contract negotiations completed mid-year and 10109-52510 Rental of Equipment due to a spike in land recording transactions as a result of a robust real-estate market along with an increase in mortgage refinances. Please note, this has resulted in a significant increase to the Town Clerk's revenue line.

Please see the attached transfer form which details the request. Please feel free to reach out with any questions or concerns.

Sincerely,

David L. Campo

David L. Campo, CCTC
Town Clerk

CC: Director of Finance Kim Allen

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10109 TOWN CLERK							
10109 51010 ELECTED OFFICIALS	90,908	361	91,269	90,220.03	.00	1,048.97	98.9%
10109 51110 ADMINISTRATION	73,307	500	73,807	74,510.25	.00	-703.25	101.0%*
10109 51210 CLERICAL AND TECHNI	51,720	0	51,720	53,247.18	.00	-1,527.18	103.0%*
10109 51810 OVERTIME	100	-100	0	-.04	.00	.04	100.0%
10109 51920 F.I.C.A.	16,527	-761	15,766	15,176.88	.00	589.12	96.3%
10109 52010 ADVERTISING	1,000	-999	1	.00	.00	1.00	.0%
10109 52020 POSTAGE	2,900	240	3,140	3,074.31	.00	65.69	97.9%
10109 52030 PROFESSIONAL FEES	1	0	1	.00	.00	1.00	.0%
10109 52040 SERVICE CONT. AND R	1	0	1	.00	.00	1.00	.0%
10109 52050 DUES,CONFERENCES &	850	-240	610	610.00	.00	.00	100.0%
10109 52060 PRINTING	1	0	1	.00	.00	1.00	.0%
10109 52070 REIMBURSABLE EXPENS	1	0	1	.00	.00	1.00	.0%
10109 52180 VITAL STATISTICS	250	0	250	238.00	.00	12.00	95.2%
10109 52510 RENTAL OF EQUIPMENT	25,000	999	25,999	24,865.84	134.16	999.00	96.2%
10109 53010 OFFICE SUPPLIES	1	0	1	.00	.00	1.00	.0%
10109 53020 OTHER SUPPLIES	1	0	1	.00	.00	1.00	.0%
10109 53270 ORDINANCES	1,450	0	1,450	1,449.58	.00	.42	100.0%
10109 53280 ELECTION MATERIALS	1,400	0	1,400	.00	.00	1,400.00	.0%
10109 53290 MICROFILM SUPPLIES	1	0	1	.00	.00	1.00	.0%
10109 54060 OFFICE EQUIPMENT	1,890	0	1,890	1,889.90	.00	.10	100.0%
TOTAL TOWN CLERK	267,309	0	267,309	265,281.93	134.16	1,892.91	99.3%
TOTAL GENERAL FUND	267,309	0	267,309	265,281.93	134.16	1,892.91	99.3%
TOTAL EXPENSES	267,309	0	267,309	265,281.93	134.16	1,892.91	

TOWN OF WATERFORD
TRANSFER REQUEST FORM
In Series (Over $1000)

Recreation & Parks
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	Current Budget Amount	Budget Transfer INCREASE	Budget Transfer DECREASE	Revised Budget Amount
1	10137	53080	Maintenance of Vehicles	$ 20,750	$ 1,500		$ 22,250
2	10137	53090	Fuels & Lubricants	$ 20,195		$ 1,500	$ 18,695
3							$ -
4							$ -
5							$ -
8							$ -
9							$ -
10							$ -

Explanation:

Funds required for unanticipated vehicle repairs.

Funds available due to full time maintainer vacancy.

Brian W. Flaherty
Department Head

6/25/2021
Date

Kim Allen
Director of Finance

6/28/21
Date

First Selectman

Date

Commission/Board Approval

Date

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10137 RECREATION AND PARKS							
10137 51110 ADMINISTRATION	188,698	0	188,698	187,870.97	.00	827.03	99.6%
10137 51210 CLERICAL AND TECHNI	85,786	0	85,786	85,722.24	.00	63.76	99.9%
10137 51220 CUSTODIAL	18,868	0	18,868	17,518.87	.00	1,349.13	92.8%
10137 51450 EXTRA DUTY	0	0	0	.00	.00	.00	.0%
10137 51451 EXTRA DUTY REGULAR	0	0	0	.00	.00	.00	.0%
10137 51610 PARKS MAINTENANCE	375,951	0	375,951	321,529.07	.00	54,421.93	85.5%
10137 51620 RECREATION PROGRAMS	342,991	0	342,991	168,990.54	.00	174,000.46	49.3%
10137 51630 SUMMER JOBS FOR MIN	13,623	0	13,623	.00	.00	13,623.00	.0%
10137 51810 OVERTIME	20,478	0	20,478	18,709.26	.00	1,768.74	91.4%
10137 51910 FRINGE BENEFITS	7,806	0	7,806	7,173.78	.00	632.22	91.9%
10137 51920 F.I.C.A.	80,646	0	80,646	58,995.25	.00	21,650.75	73.2%
10137 52010 ADVERTISING	2,760	0	2,760	293.45	.00	2,466.55	10.6%
10137 52020 POSTAGE	6,100	0	6,100	4,208.32	.00	1,891.68	69.0%
10137 52040 SERVICE CONT. AND R	50,282	0	50,282	48,548.62	1,980.00	-246.62	100.5%*
10137 52050 DUES,CONFERENCES &	3,650	0	3,650	2,082.46	.00	1,567.54	57.1%
10137 52060 PRINTING	0	0	0	.00	.00	.00	.0%
10137 52070 REIMBURSABLE EXPENS	150	0	150	.00	.00	150.00	.0%
10137 52080 TELEPHONE	2,848	1,100	3,948	3,347.47	.00	600.53	84.8%
10137 52206 TRANSFER TO WATERFO	4,750	0	4,750	4,750.00	.00	.00	100.0%
10137 52380 PROGRAMS	42,387	-2,200	40,187	22,765.29	11,969.93	5,451.78	86.4%
10137 52390 CO-SPONSORED PROGRA	41,549	0	41,549	29,606.00	.00	11,943.00	71.3%
10137 52420 MAINTENANCE OF PROP	147,523	0	147,523	175,947.30	16,293.50	-44,717.80	130.3%*
10137 53010 OFFICE SUPPLIES	1,363	0	1,363	1,230.23	.00	132.77	90.3%
10137 53020 OTHER SUPPLIES	30,636	0	30,636	25,008.72	.00	5,627.28	81.6%
10137 53080 MAINTENANCE VEHICLE	20,750	0	20,750	21,598.06	.00	-848.06	104.1%*
10137 53090 FUELS AND LUBRICANT	20,195	0	20,195	11,710.32	.00	8,484.68	58.0%
10137 54020 EQUIPMENT	1,825	1,100	2,925	.00	2,547.74	377.26	87.1%
TOTAL RECREATION AND PARKS	1,511,615	0	1,511,615	1,217,606.22	32,791.17	261,217.61	82.7%
TOTAL GENERAL FUND	1,511,615	0	1,511,615	1,217,606.22	32,791.17	261,217.61	82.7%
TOTAL EXPENSES	1,511,615	0	1,511,615	1,217,606.22	32,791.17	261,217.61	

TOWN OF WATERFORD
TRANSFER REQUEST FORM

Inter-Department Transfer Request

FINANCE/YOUTH & FAMILY SERVCIES
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
								0.00
1	10107	51210	CLERICAL AND TECHNICAL	188,150.00	(2,408.28)		(3,304)	(5,712.60)
2	10107	51920	FICA	39,150.00	3,746.11		(253)	3,493.33
3								0.00
4	10119	51210	CLERICAL AND TECHNICAL	42,339.00	(8,061.05)	3,304		(4,756.73)
5	10119	51920	FICA	14,052.00	1,042.72	253		1,295.50
6								0.00
7								0.00
8								0.00
9								0.00
10								0.00
								0.00
								0.00
					TOTAL	3,557	(3,557)	

Explanation

Receptionist position was transferred from the Finance Department to the Youth & Family Services Department. This transfer moves the budgeted funds for the staff member to her new department.

Department Head ______________________ **Date** ______________________

Director of Finance ______________________ **Date** ______________________

First Selectman ______________________ **Date** ______________________

Commission/Board Approval ______________________ **Date** ______________________

Revised 9/9/20

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10119 YOUTH SERVICE BUREAU							
10119 51110 ADMINISTRATION	141,352	0	141,352	137,926.44	.00	3,425.56	97.6%
10119 51210 CLERICAL AND TECHNI	42,339	0	42,339	50,400.05	.00	-8,061.05	119.0%*
10119 51810 OVERTIME	0	1,000	1,000	242.24	.00	757.76	24.2%
10119 51910 FRINGE BENEFITS	0	0	0	.00	.00	.00	.0%
10119 51920 F.I.C.A.	14,052	0	14,052	13,009.28	.00	1,042.72	92.6%
10119 52020 POSTAGE	200	200	400	356.64	.00	43.36	89.2%
10119 52030 PROFESSIONAL FEES	22,000	-1,800	20,200	13,483.60	2,690.00	4,026.40	80.1%
10119 52040 SERVICE CONT AND RE	1,200	0	1,200	857.77	.00	342.23	71.5%
10119 52050 DUES,CONFERENCES &	550	0	550	550.00	.00	.00	100.0%
10119 52080 TELEPHONE	2,200	600	2,800	3,233.73	.00	-433.73	115.5%*
10119 52100 ELECTRICITY	16,000	0	16,000	18,582.34	.00	-2,582.34	116.1%*
10119 52110 WATER	200	0	200	56.75	.00	143.25	28.4%
10119 52120 SEWER	650	0	650	415.05	.00	234.95	63.9%
10119 52380 PROGRAMS	4,000	0	4,000	2,274.72	.00	1,725.28	56.9%
10119 54060 OFFICE EQUIPMENT	0	0	0	.00	.00	.00	.0%
TOTAL YOUTH SERVICE BUREAU	244,743	0	244,743	241,388.61	2,690.00	664.39	99.7%
TOTAL GENERAL FUND	244,743	0	244,743	241,388.61	2,690.00	664.39	99.7%
TOTAL EXPENSES	244,743	0	244,743	241,388.61	2,690.00	664.39	

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10107 FINANCE							
10107 51010 ELECTED OFFICIALS	28,620	0	28,620	28,617.47	.00	2.53	100.0%
10107 51110 ADMINISTRATION	292,050	-5,775	286,275	269,886.23	.00	16,388.77	94.3%
10107 51210 CLERICAL AND TECHNI	188,150	0	188,150	190,558.28	.00	-2,408.28	101.3%*
10107 51810 OVERTIME	2,650	0	2,650	1,540.30	.00	1,109.70	58.1%
10107 51910 FRINGE BENEFITS	2,750	0	2,750	1,614.86	.00	1,135.14	58.7%
10107 51920 F.I.C.A.	39,150	0	39,150	35,403.89	.00	3,746.11	90.4%
10107 52010 ADVERTISING	500	0	500	370.15	.00	129.85	74.0%
10107 52020 POSTAGE	4,800	0	4,800	3,329.08	.00	1,470.92	69.4%
10107 52030 PROFESSIONAL FEES	68,820	0	68,820	44,288.17	.00	24,531.83	64.4%
10107 52040 SERVICE CONT. AND R	21,490	5,775	27,265	20,549.29	.00	6,715.71	75.4%
10107 52043 SERVICE CONTRACTS I	0	0	0	.00	.00	.00	.0%
10107 52050 DUES,CONFERENCES &	4,240	-70	4,170	2,324.00	.00	1,846.00	55.7%
10107 52070 REIMBURSABLE EXPENS	100	0	100	.00	.00	100.00	.0%
10107 52080 TELEPHONE	17,950	0	17,950	13,547.31	.00	4,402.69	75.5%
10107 53010 OFFICE SUPPLIES	30,000	0	30,000	28,965.00	.00	1,035.00	96.6%
10107 54010 FURNITURE	0	70	70	.00	.00	70.00	.0%
10107 54060 OFFICE EQUIPMENT	0	0	0	.00	.00	.00	.0%
10107 54130 COMPUTER SUPPORT SY	0	0	0	.00	.00	.00	.0%
TOTAL FINANCE	701,270	0	701,270	640,994.03	.00	60,275.97	91.4%
TOTAL GENERAL FUND	701,270	0	701,270	640,994.03	.00	60,275.97	91.4%
TOTAL EXPENSES	701,270	0	701,270	640,994.03	.00	60,275.97	

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

FINANCE
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10107	51210	CLERICAL AND TECHNICAL	188,150	1,458	6,555		8,013.00
2	10107	52030	PROFESSIONAL FEES	68,820	20,440		(6,555)	13,885.44
3								0.00
4								0.00
5								0.00
6								0.00
7								0.00
8								0.00
9								0.00
10								0.00
								0.00
								0.00
					TOTAL	6,555	(6,555)	

Explanation

Settled union contracts during the fiscal year provided staff increases that were not budgeted which created a deficit.

There is a surplus in professional fees previously paid out of this line were moved to the IT budget.

Kim Allen
Department Head

6/28/2021
Date

Kim Allen
Director of Finance

6/28/2021
Date

First Selectman

Date

Commission/Board Approval

Date

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10107 FINANCE							
10107 51010 ELECTED OFFICIALS	28,620	0	28,620	28,617.47	.00	2.53	100.0%
10107 51110 ADMINISTRATION	292,050	-5,775	286,275	275,291.46	.00	10,983.54	96.2%
10107 51210 CLERICAL AND TECHNI	188,150	0	188,150	186,691.60	.00	1,458.40	99.2%
10107 51810 OVERTIME	2,650	0	2,650	1,615.87	.00	1,034.13	61.0%
10107 51910 FRINGE BENEFITS	2,750	0	2,750	1,614.86	.00	1,135.14	58.7%
10107 51920 F.I.C.A.	39,150	0	39,150	35,452.97	.00	3,697.03	90.6%
10107 52010 ADVERTISING	500	0	500	370.15	.00	129.85	74.0%
10107 52020 POSTAGE	4,800	0	4,800	3,329.08	.00	1,470.92	69.4%
10107 52030 PROFESSIONAL FEES	68,820	0	68,820	48,379.56	.00	20,440.44	70.3%
10107 52040 SERVICE CONT. AND R	21,490	5,775	27,265	20,737.25	.00	6,527.75	76.1%
10107 52043 SERVICE CONTRACTS I	0	0	0	.00	.00	.00	.0%
10107 52050 DUES,CONFERENCES &	4,240	-70	4,170	2,324.00	.00	1,846.00	55.7%
10107 52070 REIMBURSABLE EXPENS	100	0	100	.00	.00	100.00	.0%
10107 52080 TELEPHONE	17,950	0	17,950	14,681.16	.00	3,268.84	81.8%
10107 53010 OFFICE SUPPLIES	30,000	0	30,000	28,965.00	.00	1,035.00	96.6%
10107 54010 FURNITURE	0	70	70	.00	.00	70.00	.0%
10107 54060 OFFICE EQUIPMENT	0	0	0	.00	.00	.00	.0%
10107 54130 COMPUTER SUPPORT SY	0	0	0	.00	.00	.00	.0%
TOTAL FINANCE	701,270	0	701,270	648,070.43	.00	53,199.57	92.4%
TOTAL GENERAL FUND	701,270	0	701,270	648,070.43	.00	53,199.57	92.4%
TOTAL EXPENSES	701,270	0	701,270	648,070.43	.00	53,199.57	