

Town of Windsor

Memorandum

April 9, 2013

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

As you are aware, we hired a part time employee to help clean the office when Mr. Bowden was out for surgery. We kept her on to continue cleaning the office, but she has also been helping with other tasks around the office as needed. Her compensation has been coming out of the "overtime" line item in the General Fund portion of our operating budget. As you can see from the treasurer's report, we have almost fully expended that line item.

I feel that she has been a tremendous asset to the town staff, and I wish to keep her on a part time basis. As such, I am recommending a budget transfer of \$1,500 from the Overtime line item in the Public Works portion of our operating budget into the Overtime line item in the General Management portion of our operating budget.

I recommend that Council approve this budget transfer.

Recommended Motion

Move that Council approve a budget transfer in the amount of \$1,500 from the Overtime line item, account number 4-100-41000-1211, in the Public Works portion of our operating budget into the Overtime line item, 4-100-12100-1211, in the General Management portion of our operating budget.