


Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: 

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="11201-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="6564.00"/>
	<input type="text" value="11201-41210"/>	<input type="text" value="Employee Related Insurance"/>	<input type="text" value="140.00"/>
	<input type="text" value="11201-41230"/>	<input type="text" value="Fica & Medi"/>	<input type="text" value="6337.00"/>
To:	<input type="text" value="11201-44203"/>	<input type="text" value="Legal"/>	<input type="text" value="13,041.00"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>


Date Requested Department Director or Supervisor - Signature

Print Name


Date Reviewed Chief Financial Officer


Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="11205-44203"/>	<input type="text" value="HR - Legal"/>	<input type="text" value="17,220.00"/>
	<input type="text" value="11205-40101"/>	<input type="text" value="HR - Regular Payroll"/>	<input type="text" value="3677.00"/>
	<input type="text" value="11205-41230"/>	<input type="text" value="Fica & Medi"/>	<input type="text" value="1451.00"/>

To:	<input type="text" value="11201-44203"/>	<input type="text" value="Legal"/>	<input type="text" value="23536.00"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

Department Director or Supervisor - Signature

Print Name

Date Reviewed

Chief Financial Officer

Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: First Selectmen

Reason for Request: Transfer from another department

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	11205-41210	HR - Employee related Insurance	58.00
	11205-42301	HR - Office Supplies	150.00
	11205-43213	HR - Mileage, Training & Meetings	461.00
<i>From</i> →	11205-43258	HR - Professional membership	110.00
	11205-44208	HR - Professional Services	20.00
	11205-44232	HR - Printing & publishing	115.00
	11303-44205	Tax - Data Processing	274.00

9/22/22
Date Requested Department Director or Supervisor - Signature

Print Name Andreas Bisbikos

9/22/22
Date Reviewed Chief Financial Officer

9/22/22
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:

Account Number	Account Name	Amount
<input type="text" value="11301-41210"/>	<input type="text" value="Employee Related Insurance"/>	<input type="text" value="114.00"/>
<input type="text" value="11301-41230"/>	<input type="text" value="Fica & Medi"/>	<input type="text" value="1363.00"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

<input type="text" value="11301-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="1477.00"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

Department Director or Supervisor - Signature

Print Name

Date Reviewed

Chief Financial Officer

Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="11501-40101"/>	<input type="text" value="Contr Temp Occas"/>	<input type="text" value="380.00"/>
	<input type="text" value="11501-41213"/>	<input type="text" value="Employee Related insurance"/>	<input type="text" value="22.00"/>
	<input type="text" value="11501-41230"/>	<input type="text" value="FICA & Medi"/>	<input type="text" value="943.00"/>
To:	<input type="text" value="11501-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="407.00"/>
	<input type="text" value="11501-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="76.00"/>
	<input type="text" value="11501-44230"/>	<input type="text" value="Legal"/>	<input type="text" value="862.00"/>

Date Requested Department Director or Supervisor - Signature

Print Name

Date Reviewed Chief Financial Officer

Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="11601-43258"/>	<input type="text" value="Elections - Professional Mememberships"/>	<input type="text" value="25.00"/>
	<input type="text" value="11601-44208"/>	<input type="text" value="Elections - Professional Services"/>	<input type="text" value="907.00"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
To:	<input type="text" value="11501-44230"/>	<input type="text" value="Legal"/>	<input type="text" value="932.00"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested Department Director or Supervisor - Signature

Print Name

Date Reviewed Chief Financial Officer

Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Elections 

Reason for Request: Transfer within this department but using payroll/benefit items
Transfer funds from Contr Temp intended for poll workers to Reg Payroll and Ballot Printing.

Reason for Available Funds: More Referendums and Recounts than anticipated.

From:	Account Number	Account Name	Amount
	11601-40105	Contr Temp Occas	4417.00

To:	Account Number	Account Name	Amount
	11601-40101	Regular Payroll	1000.00
	11601-44232	Printing & Publications	3417.00

9/27/22 Suzanne Shulosky
Date Requested Department Director or Supervisor - Signature

Print Name Karen A. Romero
Suzanne Shulosky

9/27/22
Date Reviewed Chief Financial Officer

9/29/22
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Handwritten initials/signature

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Transfer within department but using payroll/benefit items.
See attached Memo

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	12202-40105	Contr Temp Occas	57,288.00
	12202-41210	Employee Related Insurance	683.00
To:			
	12202-40103	Overtime	57,971.00

9/20/22 Date Requested Department Director or Supervisor - Signature

Print Name Steven Hoffmann

4/23/22 Date Reviewed Chief Financial Officer

9/29/22 Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	12301-40101	EMS - Regular Payroll	60.00
	12301-42345	EMS - Emergency medical supplies	74.00
	12301-43213	EMS - mileage, training & meetings	50.00
To:	12202-40103	Overtime	78,157.00

Date Requested Department Director or Supervisor - Signature

Print Name

Date Reviewed Chief Financial Officer

Date Approved First Selectman

Date Approved _____ Board of Selectmen Clerk

Date Approved _____ Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Transfer from another department

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	12301-44217	EMS - Postage	25.00
	12301-44223	EMS - Service contracts	165.00
	12301-44232	EMS - printing & postage	250.00
<i>From</i> →	11701-41260	Legal & Insurance - Workers Comp	18,252.00
	11801-42315	IT - Other supplies	2614.00
	11801-44208	IT - Professional Services	9238.00

9/22/22
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name Steven Hoffman

9/23/22
Date Reviewed

[Signature]
Chief Financial Officer

9/29/22
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

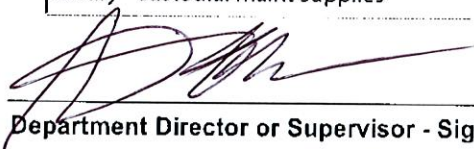
Department: Fire

Reason for Request: Transfer from another department

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	14102-47282	YS - Programs	2167.00
	15101-40101	Library - Regular Payroll	1005.00
	15101-41210	Library - Employee related insurance	189.00
<i>To: From</i>	15101-41230	Library - FICA & MEDI	781.00
	15101-42301	Library - Office supplies	304.00
	15101-42331	Library - custodial maint supplies	775.00

9/22/22
Date Requested


Department Director or Supervisor - Signature

Print Name Steven Hoffmann

9/23/22
Date Reviewed


Chief Financial Officer

9/29/22
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Transfer from another department

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	15101-42344	Library - media supplies	281.00
	15101-43213	Library - Mileage, Training & meetings	257.00
	15101-43258	Library - Professional Memebership	252.00
<i>From</i>	15101-44223	Library - Service contracts	460.00
	15101-45216	Library - Telephone	128.00
	15101-45622	Library - Electricity	354.00

9/22/22 Date Requested
[Signature] Department Director or Supervisor - Signature
 Print Name Steven Hoffmann
9/23/22 Date Reviewed
[Signature] Chief Financial Officer
9/29/22 Date Approved
[Signature] First Selectman
 Date Approved
 Board of Selectmen Clerk
 Date Approved
 Board of Finance Clerk


Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Transfer from another department

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	15101-46226	Library - Building repairs	536.00
	15101-47282	Library - Programs	579.00
	15401-40105	Senior Services - Contr Temp Occas	134.00
<i>To</i>	15401-41210	Senior Services - Employee realted ins	51.00
<i>From</i>	15401-42331	Senior Services - Custodial supplies	1181.00
	15401-43213	Senior Services - Mileage, Trailing & meet	197.00

9/22/22 
Date Requested Department Director or Supervisor - Signature

Print Name Steven Hoffmann

9/23/22 
Date Reviewed Chief Financial Officer

9/29/22 
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department: Fire

Reason for Request: Transfer from another department

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	15401-43258	Senior Services - Professional Memb	295.00
	15401-44217	Senior Services - Postage	548.00
	15401-44223	Senior Services - Service Contracts	1117.00
To From	15401-44232	Senior Services - Printing & Publications	800.00
	15401-45622	Senior Services - Electricity	130.00
	15401-46224	Senior Services - Equipment Repairs	500.00

9/02/22
Date Requested


Department Director or Supervisor - Signature

Print Name Steven Hoffmann

9/23/22
Date Reviewed


Chief Financial Officer

9/29/22
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Transfer from another department

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	15401-46226	Senior Services - Building repairs	39.00
	15401-41230	Senior Services - FICA & Retirement	153.00
	11105-40105	B&C - Contr Temp Occas	1340.00
<i>From</i>	11105-41230	B&C - FICA & MEDI	177.00
	11105-42301	B&C - Office Supplies	50.00
	11105-43213	B&C - Mileage, Training & Meeting	154.00

9/28/22
Date Requested Department Director or Supervisor - Signature

Print Name Steven Stoffmann

9/23/22
Date Reviewed Chief Financial Officer

9/29/22
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk


Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	11105-44208	B&C - Professional Services	5.00
	11105-44230	B&C - Legal	30.00
	11105-44232	B&C - Printing & Publications	1000.00
<i>From</i>	11303-44217	Tax - Postage	1101.00
	11303-44205	Tax - Data Processing	108.00
	11110-50900	Contingency	30,251.00

9/22/22
Date Requested 
Department Director or Supervisor - Signature

Print Name

9/23/22
Date Reviewed 
Chief Financial Officer


9/29/22
Date Approved 
First Selectman

Date Approved
Board of Selectmen Clerk

Date Approved
Board of Finance Clerk

**Colchester-Hayward Fire
Department**

Memo

To: Board of Finance
From: Chief Steven Hoffmann 
cc: First Selectman
Date: 09-07-22 / 9/22/22
Re: Budget Transfers

Attached you will find the requested budget transfer and additional appropriations form that was issued to me. It was certainly a challenge coming into the Chief's position during a budget that was prepared by previous administration as well as an economy recovering from COVID-19. I have made it a priority to make sure the Department is being financially responsible and to limit costs in some areas to sometimes below minimum to make up for other areas that we knew would prove to be a financial burden on our budget. The one area that we knew would create a financial hardship was overtime. The overtime is necessary to assure that the calls are being met and to attempt to provide around the clock coverage seven (7) days a week for the safety to the town residents; as well it assures maximum revenue for the ambulance billing service. I have done my best to provide explanation for each line item in the area provided. Please feel free to reach out to me should you have any further questions.

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: Fleet

Reason for Request: Transfer within this department but using payroll/benefit items.
45221 over from consuming 530 gallons more than budgeted for (insulation in teh heated wash bay attic is compromised) and we paid \$0.46 more per gallon than budgeted for.

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13202-40101	Regular Payroll	1649.00
	13202-41230	Fica & Retirement	1354.00
To:	13202-45221	Fuel/Heating	3003.00

9/22/22
 Date Requested Department Director or Supervisor - Signature
 Print Name Steve Sharpe

9/22/22
 Date Reviewed Chief Financial Officer

9/29/22
 Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: Grounds Maintenance

Transfer within this department but using payroll/benefit items.


Reason for Request: 40103 over from snow removal and cleaning bathrooms for sports leagues on weekends. Snow Removal is for sidewalks and parking lots.

Reason for Available Funds:


From:	Account Number	Account Name	Amount
	13203-40101	Regular Payroll	90.00
	13203-41230	Fica & medi	2744.00

To:	Account Number	Account Name	Amount
	13203-40103	Overtime	2834.00

9/22/22
Date Requested


 Department Director or Supervisor - Signature
 Print Name John H. Jones

9/22/22
Date Reviewed


 Chief Financial Officer

9/29/22
Date Approved


 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Grounds Maintenance

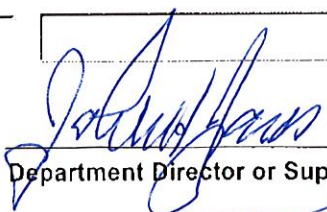
Reason for Request: Transfer from another department.
46390 over from fuel prices paid at \$0.46 per gallon over the budgeted amount

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13202-40103	Fleet - Overtime	425.00
	13202-42341	Fleet - Repair & Maint supplies	285.00
	13202-43213	Fleet - Mileage, Training & meeting	270.00

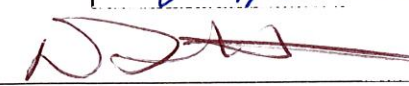
To:	Account Number	Account Name	Amount
	13203-46390	Vehicle Maintenance & Fuel	2113.00

9/28/22
Date Requested


Department Director or Supervisor - Signature

Print Name John H. Jones

9/28/22
Date Reviewed


Chief Financial Officer

9/29/22
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: Grounds Maintenance

Reason for Request: Transfer from another department.

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13202-44238	Fleet - Uniform Rentals	282.00
	13202-45622	Fleet - Electricity	396.00
	13202-46224	Fleet - Equipment Repairs	4.00
<i>From</i>	13202-46226	Fleet - Building Repairs	451.00

9/20/22
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name John H. Jones

9/20/22
Date Reviewed

[Signature]
Chief Financial Officer

9/29/22
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Public Works - Snow/Transfers Out

Reason for Request: Adoption of Snow Reserve Policy and establishment of Snow Reserve Fund in March 2016 - "It shall be the policy of the Board of Finance and Board of Selectmen to place unexpended funds within the Public Works Department - Snow Removal budget into the Snow Reserve Fund for use in future years with above average snowfall events and/or totals, that causes an overage within the Public Works Department - Snow Removal budget."

Reason for Available Funds: Adoption of Snow Reserve Policy and establishment of Snow Reserve Fund in March 2016 - "It shall be the policy of the Board of Finance and Board of Selectmen to place unexpended funds within the Public Works Department - Snow Removal budget into the Snow Reserve Fund for use in future years with above average snowfall events and/or totals, that causes an overage within the Public Works Department - Snow Removal budget."


From:

Account Number	Account Name	Amount
13204-42333	Snow - Sand, Salt, Gravel	11,143.00
13204-42340	Snow - Other Purchased Supplies	16,709.00
13204-44208	Snow - Professional Services	24,195.00

To:


13204-40103	Snow - Overtime	31,634.00
13204-41230	Snow - FICA	2,052.00
18501-50285	Transfer to Snow Reserve Fund	18,361.00

9/26/22
Date Requested


Department Director or Supervisor - Signature

Print Name John H. Jones

9/26/22
Date Reviewed


Chief Financial Officer

9/29/22
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: PW - Facilities

Reason for Request: Transfers within this department but using payroll/benefit items.
 45216 over from internet for the State Police and Police Department
Installation

Reason for Available Funds:

From:

Account Number	Account Name	Amount
13205-40101	Regular Payroll	1176.00
13205-41230	Fica & Medi	408.00

To:

13205-45216	Telephone	1584.00

9/28/22 Date Requested Department Director or Supervisor - Signature

Print Name John H. Jones

9/28/22 Date Reviewed Chief Financial Officer

9/29/22 Date Approved First Selectman

 Date Approved Board of Selectmen Clerk

 Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: PW - Facilities

Reason for Request: Transfer from another department.
44208 over from duct work cleaning after the water leaks
44223 over from Fire Alarm at Police Department
→ installation

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13200-40101	PW Admin - Regular Payroll	7104.00
	13200-41230	PW Admin - Fica & Medi	2478.00

To:	Account Number	Account Name	Amount
	13205-44208	Professional Services	2222.00
	13205-44223	Service Contracts	7360.00

<i>9/22/22</i>	
Date Requested	Department Director or Supervisor - Signature
	Print Name <i>John H. Jones</i>
<i>9/22/22</i>	
Date Reviewed	Chief Financial Officer
<i>9/29/22</i>	
Date Approved	First Selectman
Date Approved	Board of Selectmen Clerk
Date Approved	Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Transfer Station

Reason for Request: Transfer within this department but using payroll/benefit items
43212 over from increase in rates from Williwaste
44223 increase in Fuel Surcharges

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13601-40101	Regular Payroll	18,662.00
	13601-41210	Employee Related Insurance	293.00
	13601-41230	Fica & Medi	7437.00
To:	13601-43212	Transportation	23,056.00
	13601-44223	Service Contracts	3336.00

9/22/22	
Date Requested	Department Director or Supervisor - Signature
	Print Name John H. Jones
9/28/22	
Date Reviewed	Chief Financial Officer
9/29/22	
Date Approved	First Selectman
Date Approved	Board of Selectmen Clerk
Date Approved	Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="14102-0105"/>	<input type="text" value="Cont Tem Occ"/>	<input type="text" value="2,866"/>
	<input type="text" value="14102-41210"/>	<input type="text" value="Emp Rel Ins"/>	<input type="text" value="48"/>
	<input type="text" value="14102-1230"/>	<input type="text" value="Fica/med"/>	<input type="text" value="1,163"/>

To:	<input type="text" value="14102-44223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="3,790"/>
	<input type="text" value="14102-46390"/>	<input type="text" value="Vehicle Maint"/>	<input type="text" value="287"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

Department Director or Supervisor - Signature

Print Name

Date Reviewed

Chief Financial Officer

Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks and Recreation

Reason for Request: Transfer within this department but using payroll/benefit items.

Reason for Available Funds: Salary line over due to Public Works MON (72)

From:	Account Number	Account Name	Amount
	15201-40105	Contr Temp Occas	210.00
	15201-41210	Employee related insurnace	127.00
	15201-41230	FICA & Medi	12.00
To:	15201-40101	Regular Payroll	349.00

9/26/22 [Signature]
Date Requested Department Director or Supervisor - Signature

9/26/22 Tiffany Quinn
Date Reviewed Chief Financial Officer

9/29/22 [Signature]
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: Parks and Recreation

Reason for Request: Transfer from another department.

Reason for Available Funds: Salary line over due to Public Works Mon ^(Pa)

From:	Account Number	Account Name	Amount
	15401-40101	Senior Service - Regular Payroll	2578.00
	15401-41230	Senior Service - FICA & MEDI	2435.00

To:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	5013.00

9/26/22 [Signature]
 Date Requested Department Director or Supervisor - Signature

Print Name Tiffany Quinn
[Signature]
 Chief Financial Officer

9/26/22
 Date Reviewed

9/29/22 [Signature]
 Date Approved First Selectman

 Date Approved Board of Selectmen Clerk

 Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Senior Services

Reason for Request: Transfer within this department but using payroll/benefit items
See attached Memo
PAGE 1 OF 3 *ew*

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	15401-40101	Regular Payroll	8802.00

To:	Account Number	Account Name	Amount
	15401-42233	Copier	114.00
	15401-42301	Office Supplies	23.00
	15401-44208	Professional Services	2529.00

9/22/22
Date Requested *Patricia A. Watts*
Department Director or Supervisor - Signature

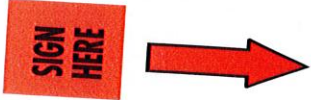
Print Name PATRICIA A. WATTS

9/28/22
Date Reviewed *[Signature]*
Chief Financial Officer

9/29/22
Date Approved *[Signature]*
First Selectman

Date Approved
Board of Selectmen Clerk

Date Approved
Board of Finance Clerk



Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Senior Services

Reason for Request: Transfer within this department but using payroll/benefit items

PAGE 2 OF 3 (PW)

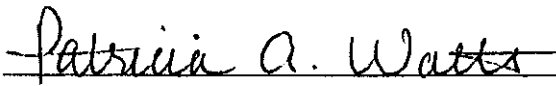
Reason for Available Funds:

From:

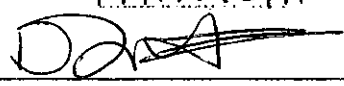
Account Number	Account Name	Amount

To:

15401-45216	Telephone	344.00
15401-45221	Fuel/Heating	3613.00
15401-46390	Vehicle Maintenance & Fuel	2179.00

9/22/22 Date Requested

 Department Director or Supervisor - Signature

Print Name PATRICIA A. WATTS

9/22/22 Date Reviewed

 Chief Financial Officer

9/29/22 Date Approved

 First Selectman

Date Approved
 Board of Selectmen Clerk

Date Approved
 Board of Finance Clerk

**YE Budget Transfer FY 2022
Senior Services Department**

15401-40101 Regular Payroll

Excess funds are available because the Program Coordinator line was not expended throughout a portion of a staff member's extended maternity leave this year. After her ultimate resignation, the position was vacant from May 31-July 11, 2022.

15401-45216 Telephone

Senior Services Drivers' (3) cellphones were upgraded to newer models, because 2 of the 3 were not functional, which is unsafe should there be an issue while on the road with elderly passengers aboard. Monthly payments increased \$35/month with this change.

15401-45221 Fuel/Heating

Increased costs of oil last heating season exceeded the budgeted amount. Senior Center building is not terribly energy efficient.

15401-46390 Vehicle Maintenance & Fuel

Increased costs of gasoline and increased volume of rides (more miles on buses/vans) exceeded annual budgeted amount.

15401-42233 Copier

Our per copy charges were higher last fiscal year because of the increased office activities, particularly that we are printing our own newsletters in house for overall cost savings and have needed to increase our run of monthly newsletters.

15401-42301 Office Supplies

The cost of copy paper has increased this past year, and we are going through more of it (see note under Copier).

15401-44208 Professional Services

This line items was underfunded in the last approved budget. The cost of our Site Server alone last year was \$17,349.31 and only \$15,475 was allocated in this line, which also pays for Random Drug Testing, Driver's Licenses and Physicals, etc.

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation




Department: Police

Reason for Request: Transfer within department but using payroll/benefit items.
See email attached

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	12101-40101	Regular Payroll	7581.00
	12101-41210	Employee related insurance	528.00
	12101-41230	Fica & Medi	5355.00

To:	12101-40103	Overtime	6994.00
	12101-44200	Resident Trooper	6470.00

09/27/22	 #144
Date Requested	Department Director or Supervisor - Signature
	Print Name Darrell Tetreault
9/27/22	
Date Reviewed	Chief Financial Officer
9/20/22	
Date Approved	First Selectman
	Board of Selectmen Clerk
	Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Police

Reason for Request: Transfer from another department

Reason for Available Funds:

From:

Account Number	Account Name	Amount
<u>11304-44217</u>	<u>Assessor - Postage</u>	<u>490.00</u>
<u>11411-41210</u>	<u>Planning - Employee Related Ins</u>	<u>280.00</u>
<u>11411-42343</u>	<u>Planning - Tech ref Material</u>	<u>350.00</u>

To:

<u>12101-40103</u>	<u>Overtime</u>	<u>73073.00</u>

09/27/22
Date Requested

Dell #144
Department Director or Supervisor - Signature

Print Name Darrell Tetreault

01/21/22
Date Reviewed

[Signature]
Chief Financial Officer

9/29/22
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Police

Reason for Request: Transfer from another department

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	11110-50900	Contingency	33,500.00
	11303-41230	Tax - Fica & Retirement	609.00
	11303-42301	Tax - Office Supplies	912.00
<i>To: FROM</i>	11303-43213	Tax - Mileage, Training & meetings	52.00
	11303-43258	Tax - Professional Membership	95.00
	11303-44217	Tax - Postage	1101.00

09/27/22
Date Requested

DJL #144
Department Director or Supervisor - Signature

Print Name Darrell Tetreault

DJL
Chief Financial Officer

9/27/22
Date Reviewed

9/29/22
Date Approved

AK
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Police

Reason for Request: Transfer from another department

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	11303-44223	Tax - Service Contracts	418.00
	11303-44230	Tax - Legal Notices	500.00
	11303-41210	Tax - Employee Related Ins	22.00
<i>To:</i>	11304-40103	Assessor - Overtime	104.00
<i>From</i>	11304-41210	Assessor - Employee related ins	51.00
	11304-41230	Assessor - FICA & Retirement	1468.00

09/27/22
Date Requested

DJL #144
Department Director or Supervisor - Signature

Print Name Darrell Tetreault

9/27/22
Date Reviewed

[Signature]
Chief Financial Officer

9/29/22
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Police

Reason for Request: Transfer from another department

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	11304-42233	Assessor - Copier	267.00
	11304-42301	Assessor - Office Supplies	166.00
	11304-42340	Assessor - Other Purch Supplies	50.00
<i>from</i>	11304-43213	Assessor - Mileage, Training & Meetings	836.00
	11304-43258	Assessor - Professional membership	90.00
	11304-44208	Assessor - Professional Services	2000.00

09/27/22 *dl*
 Date Requested Department Director or Supervisor - Signature

Print Name Darrell Tetreault

9/29/22 *[Signature]*
 Date Reviewed Chief Financial Officer

9/29/22 *[Signature]*
 Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Police

Reason for Request: Transfer from another department

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	11411-43213	Planning - Mileage, Training & meeting	354.00
	11411-43258	Planning - Professional Membership	872.00
	11411-44232	Planning - Printing & Publications	954.00
<i>From</i>	11411-42233	Planning - Copier	105.00
	11601-43258	Elections - Professional membership	15.00
	18501-50474	Transfers to Capital Reserve	27,412.00

09/27/22 Date Requested *dlr #144* Department Director or Supervisor - Signature

Print Name Darrell Tetreault

9/27/22 Date Reviewed *[Signature]* Chief Financial Officer

9/29/22 Date Approved *[Signature]* First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Debbie Kratochvil

From: First Selectman
Sent: Thursday, September 22, 2022 9:17 AM
To: Debbie Kratochvil
Subject: Fwd: Current Police Budget

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From: Resident Trooper Sergeant <SGT@colchesterct.gov>
Sent: Thursday, July 28, 2022 3:53:39 PM
To: First Selectman <selectman@colchesterct.gov>
Subject: Current Police Budget

First Selectmen Andreas,

Per our numerous conversations, citizen safety within the town is paramount. I can't thank you enough for supporting the Colchester Police Department and Resident State Trooper program.

Upon coming to town in Oct. of 2021, Colchester Police Department was already short staffed by two officers. In addition, Sgt. Tim Edwards retired at the end of June, and Officer Mike Brown also moved on to a different job at the end of May. This left us another two officers short. As you can imagine over-time costs were incurred to keep the town safe and abide by the contract signed between the Police Union and town of Colchester.

Fortunately, since that time we have hired two additional officers and have been creative with the schedule to ensure that the town is covered.

It should be noted however, that the Colchester Police Officers have generated approximately \$112,050 between 04/20/22 and 07/20/22 in profit for the town due to working road jobs with the contractors.

The officers have been notified that effective immediately only emergency patrol overtime will be granted. If you require any further assistance please let me know. Thank you again for your support.

Respectfully,

*Sgt. Darrell Tetreault #144
Colchester Resident Trooper Sergeant
Connecticut State Police- Troop K
Darrell.Tetreault@ct.gov
Office Phone: 860-537-7272
Office Fax: 860-537-7252*

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Highway

Reason for Request: Transfer within department but using payroll/benefit items.
44208 over for tree removals and catch basin cleanings done throughout the year

Reason for Available Funds:


From:

Account Number	Account Name	Amount
13201-40105	Contr Temp Occas	462.00
13201-41210	Employee relatd insurance	298.00
13201-41230	Fica & Medi	871.00

To:

13201-44208	Professional Services	1631.00

9/28/22
Date Requested


Department Director or Supervisor - Signature

Print Name: John H. Jones

9/28/22
Date Reviewed


Chief Financial Officer

9/29/22
Date Approved


First Selectman


Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Highway 



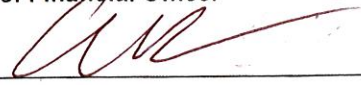
Reason for Request:
 Transfer from another department
 40101 payout of sick and vacation accruals
 44208 over for tree removal and catch basin cleanings throughout the year
 46390 over for increased fuel prices and a 30% increase in parts

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13200-41210	PW Admin - Employee Rel Ins	196.00
	13200-41230	PW Admin - FICA & Retirement	2151.00
	13200-42233	PW Admin - Copier	15.00
To:	13201-40101	Regular Payroll	19,336.00
	13201-44208	Professional Services	89,904.00
	13201-46390	Vehicle Maintenance	42,686.00

**SIGN
HERE**




 Date Requested _____ Department Director or Supervisor - Signature
 Print Name John H. Jones

 Date Reviewed _____ Chief Financial Officer

 Date Approved _____ First Selectman
 _____ Board of Selectmen Clerk
 _____ Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Highway

Reason for Request: Transfer from another department

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13200-42323	PW Admin - Prot Clothing	419.00
	13200-43258	PW Admin - Professional membership	425.00
	13200-44217	PW Admin - Postage	77.00
	13200-44231	PW Admin - Advertising	100.00
	13200-45216	PW Admin - Telephone	74.00
	13202-41210	Fleet - Employee Related Ins	45.00

To:
From

9/20/22
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name: John H. Jones

9/20/22
Date Reviewed

[Signature]
Chief Financial Officer

9/29/22
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Highway

Reason for Request: Transfer from another department

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13202-42301	Fleet - Office Supplies	78.00
	13202-46224	Fleet - Equipment Repairs	161.00
	13301-41210	Engineering - Emp Related Ins	18.00
	13301-41230	Engineering - FICA & Retirement	645.00
	13301-43213	Engineering - Mileage, Training & meet	157.00
	13301-43258	Engineering - Professional Member	90.00

*to
from*

9/28/22
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name John H. Jones

9/28/22
Date Reviewed

[Signature]
Chief Financial Officer

9/29/22
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Highway

Reason for Request: Transfer from another department

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13601-40101	Transfer St - Regular Payroll	1571.00
	18501-50474	Transfers To Capital Reserve	145,704.00

To:			

9/28/22
Date Requested

John H. Jones
Department Director or Supervisor - Signature

Print Name John H. Jones

9/22/22
Date Reviewed

[Signature]
Chief Financial Officer

9/21/22
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk