4b.

CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM

To: Board of Finance Commissioners

From: Economic and Community Development
(Requesting Department)

Date: 8-7-2020
(Submission Date)

For the August 25, 2020 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

☐ Additional Appropriation $_____

☐ Transfer from Contingency $_____

X Transfer(s) $_____

☐ Grant $_____

X Carry-over(s) $ 15,160.00

☐ Other

Approval:

This request was approved by the Board of Economic and Community Development at its meeting held on August 6, 2020.

(Department Head's signature)
Board of Finance Agenda Request Form

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Reason for request:

2020 Year End Carry-Overs:
Prof Fees: The ECD anticipates a need for outside assistance that may come in several forms. This may involve assistance on grant applications.
Travel Reimbursement: The ECD requests this carryover to cover travel associated with staff training and similar activities. Partially due to COVID-19, several training opportunities were canceled from March 2020 to the present. We expect similar opportunities to become available soon.
Printing: The ECD requests this carryover to help supplement the "Printing and Binding" line item, which was reduced by nearly 60% for the FY 2020-2021 budget.
Conferences & Memberships: The ECD requests this carryover to cover staff training and similar activities. Partially due to COVID-19, several training opportunities were canceled from March to the present. We expect similar opportunities to become available soon.
Trade Shows: The ECD requests this carryover to help supplement the "Trade Shows" line item, which was reduce by 40% for the FY 2020-2021 budget.
Downtown Revitalization: Two video projects were not completed due to the COVID-19 closures. Activity carries into the new year and is expected to finish by September.

Carry-overs list the following:

Account	Account Name	Amount
1044101-531000-G2020	Professional Fees	$ 1,560.00
1044101-554000-G2020	Travel Reimbursement	$ 2,000.00
1044101-555000-G2020	Printing	$ 1,475.00
1044101-581120-G2020	Conferences & Memberships	$ 4,625.00
1044101-581270-G2020	Trade Shows	$ 2,500.00
1044101-587467-G2020	Downtown Revital. Activity	$ 3,000.00