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Bristol
CONNECTICUT
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Comptroller's Office | Phone: 860.584.6130 | Fax: 860.584.3827

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TOWN AND CITY CLERK
BRISTOL, CT

September 23, 2020

Mayor Ellen Zoppo-Sassu
Chairman
City Hall
111 North Main Street
Bristol, Connecticut 06010

Dear Mayor Zoppo-Sassu:

At the regular Board of Finance Meeting held on **September 22, 2020** the following motion was passed and referred to a Joint Meeting of the City Council and Board of Finance for action:

"To make additional appropriations totaling $1,353,234 within the Equipment Building Sinking Fund as of June 30, 2020 for the Board of Education."

Sincerely,

Diane M. Waldron
Board of Finance Clerk

cc: Therese Pac

City of Bristol
111 North Main Street
Bristol, CT 06010
www.bristolct.gov

CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM

To: Board of Finance Commissioners

From: Board of Education
(Requesting Department)

Date: September 16, 2020
(Submission Date)

For the Agenda September 21, 2020 Board of Finance Meeting
(Date of Meeting)

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

X Additional Appropriation $ 1,353,234

☐ Transfer from Contingency $ _____

X Transfer(s) $ 1,773,234

☐ Grant $ _____

☐ Carry-over(s) $ _____

☐ Other

Approval:

This request was approved by the _____
(governing Board of your department)

at its meeting held on _____.
(date)

Diane M Walsh 9/17/2020
(Department Head's signature)

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.

Board of Finance Agenda Request Form

Reason for request:
Per the action approved at the September 9, 2020 Board of Education meeting.

Transfer $420,000 to cover the School Cafeteria Fund deficit as of 6/30/20. (Amount has changed due to year-end adjustments)

Transfer $1,353,234 to set aside surplus funds from the BOE FY 2020 Budget for expenditures associated with the Covid-19 pandemic and/or Special Education costs that exceed budget.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account		Account Name	Amount
1015110-556009	Exp	Sinking Fund Education – Special Ed Tuition	$600,000
1015110-561304	Exp	Sinking Fund Education - PPE	$400,000
1015110-561600	Exp	Sinking Fund Cafeteria - PPE	$353,234
1015110-490001	Rev	Sinking Fund -Transfer In General Fund	$1,353,234

Transfer(s) complete the following:

From:	A4002510-590001 Surplus Transfers	**To:**	0018108-591100 Operating Transfer Out Special Revenue - School Cafeteria	**Amount:**	$420,000
From:	A4002510-590001 Surplus Transfers	**To:**	0018108-591100 Operating Transfer Out - Sinking Fund	**Amount:**	$1,353,234
From:		**To:**		**Amount:**	

Grants:
Total Amount: Grant $_____

City Share $_____ _____ %

Federal/State Share $_____ _____ %

Catherine M. Carbone, Ed.D.
Superintendent of Schools

Michael Dietter, Ed.D.
Deputy Superintendent of Schools

BRISTOL BOARD OF EDUCATION
P.O. Box 450 • 129 Church Street
BRISTOL, CT 06011-0450
860-584-7000 ● Fax (860) 584-7611

September 14, 2020

John Smith, Chairman
Bristol Board of Finance
111 North Main Street
Bristol, CT 06010

Dear Mr. Smith:

The Bristol Board of Education voted at its meeting held on September 9, 2020 to request a transfer of funds from its general fund surplus to the cafeteria fund in order to cover an end of year deficit amount. Below is the motion that was approved.

> ***Motion:*** Move that the Board of Education make a formal request to the City Comptroller's Office to transfer three-hundred seventy-nine thousand, five-hundred and thirty-two dollars ($379,532) from the BOE General Fund Surplus to balance the Cafeteria Fund Deficit. This action will result in a FY20 surplus balance of one million three-hundred ninety-three thousand seven-hundred and two dollars ($1,393,702).

In addition, the Board of Education Finance Committee voted at its meeting on September 2nd to request that the balance of the Board of Education surplus be set-aside in a separate fund, in order to mitigate any FY21 deficit due to expenses associated with the Covid-19 pandemic, and/or any special education shortfall. Below is the motion that was approved.

> ***Motion:*** Move that the Board of Education make a formal request to the City Comptroller's Office to set aside the FY20 surplus balance of one million three-hundred ninety-three thousand seven-hundred and two dollars ($1,393,702), for purposes of funding expenses associated with the Covid-19 pandemic and/or expenses associated with special education expenses that exceed budgeted amounts.

At this time, we respectfully request the transfer of $379,532 to the cafeteria fund, and set-aside of the remaining surplus balance of $1,393,702.

Sincerely,

Catherine M. Carbone, Ed.D.
Superintendent of Schools