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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 $1,860,335 within the Special Grants and Donations Fund as of June 30, 2020."

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: Comptroller's
(Requesting Department)

Date: 9/14/20
(Submission Date)

For the 9/22/20 Board of Finance Meeting Agenda
(Date of Meeting)

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

X	Decrease Appropriation	$ ($35,330)
X	Additional Appropriation	$ 1,860,335
X	Transfer(s)	$ 26,425
☐	Grant	$
☐	Carry-over(s)	$
☐	Other	

Approval:

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

at its meeting held on _____.
(date)

Diane M Waldron 9/16/2020

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.

(Department Head's signature)

Board of Finance Agenda Request Form

Reason for request:
In preparation of the City's annual audit, Fund 106 (Special Grants & Donations) accounts need to be cleaned up and reflect the year's activity. Therefore, additional appropriations in the amount of $1,860,335, decreases in appropriations due to closeout of projects and grants in the amount of $35,330 and transfers in the amount of $26,425 are being requested in the attached spreadsheets. These will all be effective as of 6/30/20.

Special Grants & Donations Fund			
Decreases in Appropriations as of June 30, 2020			
Description	Account Number	**Decrease Exp**	**Decrease Rev**
Education			
School Readiness - Contributions	1065000-470000-SRD11		1,800.00
School Readiness - Supervisor Sal	1065000-511022-SRD11	1,057.00	
School Readiness - Para Sal	1065000-512072-SRD11	730.00	
School Readiness - Field Trips	1065000-532402-SRD11	13.00	
Police			
DUI Transfer In GF	1062112-490001-15G05		576.00
DUI Transfer Out Internal Service	1062112-591500-15G05	576.00	
DUI Transfer In GF	1062112-490001-17G08		2,459.00
DUI Transfer Out Internal Service	1062112-591500-17G08	2,459.00	
DSET Grant - Grant Revenue	1062115-432038-17G12		1,420.00
DSET Grant- Transfer in GF	1062115-490001-17G12		1,419.00
DSET Grant - Improvements	1062115-570300-17G12	2,839.00	
City Clerk			
Vault Water Damage Grant - Revenue	1061023-432038-19G05		5,055.00
Vault Water Damage Grant - Prof Fees	1061023-531000-19G05	5,055.00	
PW			
DEEP Recycling Revenue	1063016-432038-18G04		34.00
Program Supplies	1063016-561800-18G04	34.00	
Parks			
Environmental Assessment - Contrib.	1067012-470000-06G07		2,500.00
Environmental Assessment - Prof Fees	1067012-531000-06G07	2,500.00	
Park St. Admin Services - Transfer in GF	1067000-490001-09061		4,900.00
Park St. Admin Services - Prof. Fees	1067000-531000-09061	4,900.00	
Greater Bristol Leadership - Contrib.	1061031-470107-09404		1,836.00
Greater Bristol Leadership - Leadership	1061031-531101-09404	1,836.00	
BDA			
Farmer's Market - Transfer In GF	1064101-490001-19G17		12,750.00
Farmer's Market - Part-time Wages	1064101-515200-19G17	12,750.00	
Riverside Brownfields - Fed Grant	1064101-431007-16G14	581.00	
Riverside Brownfields - Prof Fees	1064101-531000-16G14		581.00
	Total Decreases	**35,330.00**	**35,330.00**

Special Grants and Donations Fund			
Additional Appropriations as of June 30, 2020			
Description	Account Number	Additional Appropriation	
		Increase Exp.	Increase Rev.
Education			
Adult Ed Diploma - Contributions	1065000-470000-AEDAC		36,746.00
Adult Ed Diploma - Teacher Salaries	1065000-511102-AEDAC	1,459.00	
Adult Ed Diploma - Non Certified Salaries	1065000-511182-AEDAC	27,287.00	
Adult Ed Diploma - PES Instruction	1065000-532202-AEDAC	8,000.00	
Professional Services Other	1065000-532302-BARN2	20,000.00	
Contributions	1065000-470000-BARN2		20,000.00
Additional Alliance Revenue	1065000-470000-ALNCE		345,359.00
Non-Certified Salaries	1065000-511182-ALNCE	424.00	
Co-Cirricular Stipends	1065000-511192-ALNCE	47,859.00	
Central Admin Salaries	1065000-512005-ALNCE	62,138.00	
Professional Services Other	1065000-532302-ALNCE	6,500.00	
Rents & Leases	1065000-544402-ALNCE	82,604.00	
Software/Licenses	1065000-553302-ALNCE	27,830.00	
Instructional Supplies	1065000-561102-ALNCE	118,004.00	
Child Daycare			
Day Care Grant	1064314-432044-16G01		704,213.00
Day Care Expenditures	1064314-585027-16G01	704,213.00	
Police Asset Forfeiture			
Asset Forfeiture Revenue	1062120-432040		1,204.00
Schooling & Education	1062120-581135	1,204.00	
MV Fines - Revenue	1062110-421000-MVFNE		8,370.00
MV Fines - Training	1062110-531140-MVFNE	8,370.00	
PD Auc Contributions	1062110-470000-PDAUC		2,607.00
PD Auc Program Supplies	1062110-561800-PDAUC	2,607.00	
Bus Camera Fines	1062112-421000-BUSFN		1,560.00
Professional Fees	1062112-531000-BUSFN	1,560.00	
Distracted Driving - Transfer in GF	1062112-490001-15G04		440.00
Distracted Driving - OT	1062112-515100-15G04	440.00	
City Clerk			
Historic Preservation Local Rev	1061023-422002		12,204.00
Historic Preservation State Revenue	1061023-422016		48,816.00
MERS Releases Revenue	1061023-422028		113,284.00
MERS General Revenue	1061023-422029		128,920.00
MERS City Clerk Revenue	1061023-422030		11,720.00
Historic Preservation Revenue	1061023-432038		7,500.00
State Fee for Historic Preservation	1061023-589155	48,816.00	
MERS Releases to State	1061023-589175	113,284.00	
MERS General Exp	1061023-589180	128,920.00	
City Clerk	1061023-531900	31,367.00	
City Clerk Revenue	1061023-422002-LANDF		6,102.00
State Recording	1061023-422014-LANDF		219,672.00
Local Share	1061023-422018-LANDF		18,306.00
City Clerk Volumes	1061023-531900-LANDF	6,102.00	
City Clerk Land Fees	1061023-589156-LANDF	219,672.00	
Transfer Special Revenue	1061023-591134-LANDF	18,306.00	
City Clerk - Other Capital Outlay	1061023-570900	57.00	
Parks & Recreation Revolving Accounts			
Camps - Revenue	1067026-450618		26,664.00
Camps - Exp	1067026-584141	26,664.00	
Special Events - Rev	1067027-450619		23,329.00
Special Events - Exp	1067027-584142	23,329.00	
Adult Programs - Rev	1067028-450619		43,065.00
Adult Programs - Exp	1067028-584143	43,065.00	
Aquatic Programs - Rev	1067029-450615		33,017.00
Aquatic Programs - Exp	1067029-584135	33,017.00	
Youth Programs - Rev	1067030-450613		34,785.00
Youth Programs - Exp	1067030-584133	34,785.00	
Credit Card Fees - Revenue	1067031-442012		12,452.00
Credit Card Fees - Expenditures	1067031-589105	12,452.00	
		1,860,335.00	**1,860,335.00**

Special Grants and Donations Fund			
Budgetary Transfers as of June 30, 2020			
Description	**Account Number**	**Transfer**	
		From (Decrease)	**To (Increase)**
225TH Anniversary			
Professional Fees	1061034-531000-225TH		751.00
Program Supplies	1061034-561800-225TH	751.00	
Skills to Pay Bills - Professional Fees	1061031-531000-SKILL	209.00	
Skills to Pay Bills - Program Supplies	1061031-561800-SKILL		209.00
Education			
School Based Diversion - Professional Services	1065000-532302-BESBD	480.00	
School Based Diversion - Instructional Supplies	1065000-561102-BESBD		480.00
Ages & Stages - Staff Transport - Instruction	1065000-558002-ASQ10	67.00	
Ages & Stages - Other Supplies	1065000-569002-ASQ10		67.00
Reading is Fundamental - Office Supplies	1065000-569002-RIF		91.00
Reading is Fundamental - Staff Transportation	1065000-558000-RIF	112.00	
Reading is Fundamental - Other Supplies	1065000-569200-RIF		21.00
Raising Readers - Field Trips	1065000-551703-RRT4		3,568.00
Raising Readers - Other Supplies	1065000-511182-RRT4		5,578.00
Raising Readers - Reg Ed	1065000-551003-RRT4	8,240.00	
Raising Readers - Non Cert Instr	1065000-558002-RRT4	520.00	
Raising Readers - Non Cert Instr	1065000-569002-RRT4	386.00	
School Readiness - Prof Ed Services	1065000-532202-SCRD7	4,034.00	
School Readiness - Prof Services	1065000-532302-SCRD7		4,034.00
School Readiness - Supervisor Salaries	1065000-511022-SRD09		9,354.00
School Readiness - Field Trips	1065000-532402-SRD09	9,354.00	
School Readiness - Employee Benefits	1065000-520006-SRD11		2,547.00
School Readiness - Supervisor Salaries	1065000-511022-SRD11	2,547.00	
Cemetery			
Neglected Cemeteries Grant	1064500-432038-17G10	476.00	
Contributions	1064500-470000-17G10		476.00
	Total	**26,425.00**	**26,425.00**