



# TOWN OF GRANBY

## MEMORANDUM

**DATE:** April 22, 2025

**TO:** The Granby Board of Finance

**FROM:** Kimi Cheng, Director of Finance

**REGARDING:** Consideration of Budget Amendment in P&R Fund for Valley Brook Community Church Donation

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### **Background**

Valley Brook Community Church has been utilizing the bandshell at Salmon Brook Park for the past several years to host their Live Nativity. The event takes place annually in December and the production includes many participants and live animals. Access to the stage is limited. Each year the Church has supplied portable ramps to allow for access to the stage apron from the front sides. Recognizing their need, and the potential need from other groups, Valley Brook has suggested the addition of access ramps to the bandshell.

Valley Brook Community Church, in consultation with Granby staff, has researched the cost of adding ramps to the existing bandshell. Based on this information, the Church has made a generous donation of \$15,000 to move the project forward. We received the donation in March 2025.

### **Next Steps**

Since the grant will increase revenue and expenditure line items in the P&R Program Event Fund, which was not budgeted in the FY25 adopted budget, a budget amendment is required according to the Town Charter.

At its April 21, 2025 meeting, the Board of Selectmen commented favorably to accept the donation. Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to you for comment.

### **PROPOSED MOTION:**

I move that the Board of Finance approves a budget amendment to increase Donations – General revenue line item and Donations expense line item in the amount of \$15,000 in the fiscal year 2024-25 adopted P&R Program Event Fund budget to add ramps to the existing bandshell at the Salmon Brook Park.

Enclosure: Appropriation #2025-006

**TOWN OF GRANBY**

The following information is required prior to the approval of any Board of Finance Appropriation or Transfer:

Agency Requesting Action: Board of Selectmen   X    
Board of Education           

Date of Requesting Agency's Action: April 21, 2025

Type of Action Requested (Check One):    Additional Appropriation \_\_\_\_\_  
    Transfer of Funds                     \_\_\_\_\_  
    Budget Amendment                      X

Date of Request: April 28, 2025

Fiscal Year: 2024-25

Amount of Request: \$15,000.00

Purpose of Request (Explain briefly or attach narrative):

To support the addition of ramps to the bandshell at the Salmon Brook Park.

<u>Budget Amendment (Inc. In Revenue):</u>	<u>Budget Amendment (Inc. In Expenditure):</u>
251.04.40.0000.46105 Donations - General \$15,000	251.40.40.4005.52108 Donations \$15,000

Certification: This is to certify that there is available an unappropriated and unencumbered fund balance to meet the above appropriation request(s). For the General Fund, the total appropriations for the Fiscal Year do not exceed 1-1/2% of the current levy [Charter Sec. 10-6 (e)].

Town Manager/Date

Date of Board of Selectmen Comment Action: April 21, 2025      Approved: YES   X   NO

Date of Board of Finance Resolution Action: April 28, 2025      Approved: YES      NO

cc: Director of Finance &amp; Town Treasurer