



# TOWN OF GRANBY

## MEMORANDUM

**DATE:** May 21, 2025

**TO:** The Granby Board of Finance

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

**REGARDING:** Consideration of Budget Amendment for CT Fair Plan Grant

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### **Background**

In February 2025, the Fire Marshal's office submitted a grant application to the Connecticut Fair Plan Anti-Arson Committee to request the purchase of an Olympus waterproof digital camera for the fire investigation. In March 2025, the grant application was approved by the committee. In April 2025, a check in the amount of \$500 was received and recorded in the general fund.

### **Next Steps**

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

At its May 19, 2025 meeting, the Board of Selectmen commented favorably upon this request. 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 Misc. Revenue and Grant Expense line items by \$500 in the fiscal year 2024-25 adopted general fund budget for the purchase of a waterproof camera.

**Enclosure: Appropriation #2025-008**

**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: May 19, 2025

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

Date of Request: May 27, 2025

Fiscal Year: 2024-25

Amount of Request: \$500.00

Purpose of Request (Explain briefly or attach narrative):

To purchase a waterproof camera that is funded by the CT Fair Plan Grant.

<u>Budget Amendment (Inc. In Revenue):</u>	<u>Budget Amendment (Inc. In Expenditure):</u>
001.04.11.0000.46038 Misc. Revenue \$500.00	001.10.10.1011.52656 Grant Expense \$500.00

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: May 19, 2025      Approved: YES   X   NO       

Date of Board of Finance Resolution Action: May 27, 2025      Approved: YES        NO       

cc: Director of Finance & Town Treasurer