



TOWN OF GRANBY

MEMORANDUM

DATE: July 22, 2025

TO: The Granby Board of Selectmen and Board of Finance

FROM: Kimi Cheng, Director of Finance

REGARDING: Fiscal Year 2024-25 Transfer of Accounts

Background

At the end of each fiscal year, funds need to be transferred between departments to cover over-budget conditions in specific departments for audit purposes.

We are recommending the following transfers for the fiscal year 2024-25:

Transfer From		Transfer To		Comment
Contingency-Payroll Regular	\$136,600	Legal Services	\$52,300	To cover legal fees (Sherwood \$22K; UKS \$48K)
Contingency-Payroll Temp/PT	\$6,000	Town Clerk-Payroll OT	\$2,500	Didn't budget OT. For the new Town Clerk to catch up on work
Contingency-Misc. Expense	\$51,400	Contri to Simsbury Probate	\$300	Didn't budget enough
Kearns and Misc.	\$13,900	Rev Coll-Payroll Regular	\$5,000	The union contract was in negotiation, so we budgeted the increase in the Contingency Dept.
Life Insurance	\$6,500	Rev Coll-Temp/PT	\$3,800	Hired a new employee to cover the retirement transition
FICA & Medicare	\$8,800	Rev Coll-Postage	\$2,000	To cover postage for MVS and tax bills
Incentive Plan	\$7,900	Prop Assessment-Payroll Regular	\$8,600	One-time stipend pay and the union contract was in negotiation, so we budgeted the increase in the Contingency Dept
Election-PR Temp/PT	\$8,200	Comm Deve-Payroll Regular	\$4,000	The union contract was in negotiation, so we budgeted the increase in the Contingency Dept
Annual & NE Conf	\$3,500	HR-Prof Services	\$1,500	To cover the unemployment claims \$19.1K
Building-Software App	\$14,200	IT-Temp/PT	\$5,100	Budgeted 20 hours/week, but worked 30 hours/week
SC.-Temp/PT	\$36,000	IT-Contri to BOE for IT Serv	\$6,500	Discrepancy in 3% increase interpretation based on the IT MOU
Admin-Prof Deve	\$1,500	Building-Payroll Regular	\$3,800	The union contract was in negotiation, so we budgeted the increase in the Contingency Dept
Admin-Copy Machine Rental	\$5,000	CMED & EMED Prog	\$300	Didn't budget enough
		PD-Payroll OT	\$85,000	Due to school lockdowns, recertification trainings, school traffic assistance, and shift coverage
		DPW-Payroll OT	\$49,500	Rainstorms in the summer; Snow seasons started in Dec.; Reorganization increased the hourly rates, and the department manager went over 40hrs./wk.
		Planning & Engineering Services	\$2,400	To cover Clark Engineering service fees
		IWWC Consultant	\$6,000	To cover IWWC consultant fees
		Lib.-Payroll Regular	\$16,900	The union contract was in negotiation, so we budgeted the increase in the Contingency Dept

		Lib.-Temp/PT	\$5,200	Didn't budget enough for the pay increase
		Lib.-Payroll OT	\$300	Didn't budget
		SC.-Payroll Regular	\$38,500	Pay increase for the reorganization; and the union contract was in negotiation, so we budgeted the increase in the Contingency Dept
Total:	\$299,500	Total:	\$299,500	

The Boards approved the transfers of \$200,000 in July 2023 and \$70,000 in August 2024 to the Wage Settlement/Sev account for anticipated retirements in the fiscal year 2025. As of June 30, 2025, the account has a balance of \$130,673.84. We recommend keeping the balance in the account and transferring additional funds to the wage settlement account due to two known retirements and other potential retirements in the fiscal year 2025-26. Here is the table for this transfer:

Transfer From		Transfer To	
Payroll Regular - Admin	\$13,400	Wage Settlement/Sev	\$34,000
Pension & MissionSquare	\$20,600		
Total:	\$34,000	Total:	\$34,000

In addition, due to the significant increase in the forecast of the 10-yr Capital Equipment/Improvement Fund budget, a transfer of \$300,000 from the fiscal year 2025 general fund surplus to the Capital Equipment/Improvement Fund is recommended.

Transfer From		Transfer To	
KEARNS AND MISC.	\$15,800	PAYMENT FROM GENERAL FUND (SMALL CAP FUND)	\$300,000
BUSINESS PACKAGE	\$48,400		
WORKMEN'S COMPENSATION	\$14,400		
DPW-PAYROLL REGULAR	\$61,200		
ROAD CONSTRUCTION MATERIALS	\$3,500		
DIESEL FUEL	\$3,000		
FUEL OIL	\$11,000		
ROAD MAINTENANCE CONTRACTS	\$5,000		
TOWN/SCHOOL TIPPING FEE	\$9,000		
MID-CT TIPPING FEE	\$24,800		
P&R-PAYROLL REGULAR	\$103,900		
Total:	\$300,000	Total:	\$300,000

Lastly, we budgeted \$4.6 million to fund the Emergency Communication project in the FY25 budget, which was adopted in April 2024. Since we were awarded an Urban Grant in the amount of \$2 million from the State Municipal Grant Program, which will be managed by the Department of Emergency Services and Public Protection (DESPP). Staff recommends transferring \$300,000 from the general fund to the Emergency Communication Fund to cover the potential overage on the project.

Transfer From		Transfer To	
TRANSFER TO EMERGENCY COMMUNICATION FUND (Curr BAL of \$2.0M)	\$300,000	PAYMENT FROM GEN'L (EMER. COMM. FUND)	\$300,000

Pursuant to section 10-6(e) of the Granby Town Charter, the Board of Selectmen and the Board of Finance approvals are required.

PROPOSED MOTION for the 7/28/25 BOF meeting:

I move that the Board of Finance authorizes the transfer of accounts as listed in the above tables.

PROPOSED MOTION for the 8/4/25 BOS meeting:

I move that the Board of Selectmen authorizes the transfer of accounts as listed in the above tables.

	001.40.40.4001.51404 Payroll Overtime \$300 001.40.40.4003.51401 Payroll Regular \$38,500
001.10.10.1011.52441 Kearn and Misc. \$15,800 001.10.10.1023.54497 Business Package \$48,400 001.10.10.1023.54498 Workmen's Comp \$14,400 001.30.30.3003.51401 Payroll Regular \$61,200 001.30.30.3003.52613 Road Construction Materials \$3,500 001.30.30.3003.52624 Diesel Fuel \$3,000 001.30.30.3003.52630 Fuel Oil \$11,000 001.30.30.3003.54448 Road Maint. Contract \$5,000 001.30.30.3003.54559 Town/School Tipping Fees \$9,000 001.30.30.3003.54605 Mid-CT Tipping Fee \$24,800 001.40.40.4005.51401 Payroll Regular \$103,900	001.60.60.6001.53707 Transfer to Cap. Equip./Impvt. Fund
<u>Transfer From:</u>	<u>Transfer To:</u>
001.60.60.6001.53707 Transfer to Cap. Equip./Impvt. Fund \$300,000	237.09.99.0000.49400 Payment from General Fund \$300,000
001.10.10.1005.51810 Pension & MissionSquare \$20,600 001.10.10.1001.51401 PR Regular \$13,400	001.00.00.0000.22390 Wage Settlement/Severance \$34,000
001.60.60.6001.53709 Transfer to Emer. Comm. Fund \$300,000	380.09.99.0000.49400 Payment from General Fund \$300,000

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: August 4, 2025 Approved: YES ____ NO ____

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