




TOWN OF GRANBY

MEMORANDUM

DATE: July 29, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager 

REGARDING: Finance Items (3) for Board Consideration and Action

Please accept the following three Finance related items as prepared by Finance Director Kimi Cheng for consideration and action at your August 4, 2025 meeting.

The items are as follows:

1. Fiscal Year 2024-2025 Year-End Transfer of Accounts
2. Budget Amendment for Greater Together Community Funds Grant
3. Budget Amendment for Interfund Loans

Each of the items are detailed on an attached memo with a suggested motion at the bottom of the communication.

Additionally, Kimi has prepared a Preliminary Surplus and Fund Balance Analysis for the June 30, 2025 year-end. While the audit is set to be released later in the fall and will provide final numbers, this summary is a good indication of where the Town landed with respect to its financial position.

Both Kimi and I will be on hand at the meeting to answer any questions you may have on these items.

**TOWN OF GRANBY
PRELIMINARY SURPLUS AND FUND BALANCE ANALYSIS
PRELIMINARY ESTIMATE FOR 6/30/25**

General Fund Balance @ June 30, 2024	\$14,993,708
Less - FB Nonspendable FY 2022-23 Advanced Loan	(550,597)
Less - FB Nonspendable FY 2023-24 Advanced Loan	(471,000)
Less - FB Designated for Encumbrances	(285,753)
Less - FB Designated for FY 2024-25 Budget	(6,785,000)
Undesignated Fund Balance @ June 30, 2024	<u>6,901,358</u>

Less Additional Appropriations - FY25

Board of Selectman - to CNEF
Board of Education - to small cap

Add'l. Approp. Total	0
Less - FY 2024-25 Advanced Loan	0
Sub-Total	<u>\$6,901,358</u>

Est'd. Favorable (Unfavorable) Results of FY25 Operations

Expenditures:	
Bd. of Selectmen Expenditures	50,000
Bd. of Education Expenditures	157,000
Xfer to Emergency Communication Fund Saving	<u>1,700,000</u>
	1,907,000
Revenues:	
Current Taxes	830,000
Prior Years Taxes	30,000
Interest and Liens	52,000
Auto Supplement	102,400
Education Grants	(197,100)
Municipal State Grants	31,300
Local Revenues	<u>1,092,000</u>
	1,940,600

Results of FY25 Operations Total	<u>3,847,600</u>
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Estimated Undesignated General Fund Balance @ June 30, 2025	\$10,748,958	18.58%
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Appropriation to 2025-26 Budget	<u>(2,185,000)</u>
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Estimated Undesignated General Fund Balance @ July 1, 2025	\$8,563,958	14.80%
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Agency Budgets FY26

Town Budget	18,445,571
Board of Education Budget	<u>39,418,142</u>
Total Town	57,863,713

Fund Balance at 5%:	2,893,186
at 10%:	5,786,371
at 15%:	8,679,557



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
				Pay increase for the reorganization; and the union contract was in negotiation, so we budgeted the increase in the Contingency Dept
		SC.-Payroll Regular	\$38,500	
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 ____



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: Consideration of Budget Amendment for Greater Together Community Funds Grant

Background

In March 2025, staff submitted a grant application in the amount of \$3,000 to the Greater Together Community Fund provided by the Hartford Foundation for Public Giving for the smoke alarm program, which will be administered by the Fire Marshal's office. In May 2025, the grant application was approved by the committee, and a check in the amount of \$3,000 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 were not budgeted in the FY26 adopted budget, a budget amendment is required according to the Town Charter.

Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request for the board's approval.

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

I move that the Board of Finance approves a budget amendment to increase Misc. Revenue and Grant Expense line items by \$3,000 in the fiscal year 2025-26 adopted general fund budget for the smoke alarm program.

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

I move that the Board of Selectmen approves a budget amendment to increase Misc. Revenue and Grant Expense line items by \$3,000 in the fiscal year 2025-26 adopted general fund budget for the smoke alarm program.

Enclosure: Appropriation #2026-004



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: Consideration of Budget Amendment for Interfund Loans

Background

On May 1, 2023, the Board of Selectmen approved an advanced interfund loan for the FY23 capital equipment purchases in the amount of \$669,000, and on May 22, 2023, the Board of Finance approved it.

On June 17, 2024, the Board of Selectmen approved another advanced interfund loan, but for the FY24 capital equipment purchases in the amount of \$426,000, and on July 22, 2024, the Board of Finance approved it. For both interfund loans, the Capital Equipment/Improvement Fund has to repay the General Fund the principal and interest yearly until the loan is paid off.

For the FY26 adopted budget, the staff inadvertently budgeted these two interfund loans in the general fund when we tried to move all existing loans into the general fund for the purposes of transparency and easily identify the actual capital purchases in the Capital Equipment/Improvement Fund for the fiscal year.

Next Steps

Staff is requesting the approvals of the following budget amendments to reallocate the interfund loans from the General Fund to the Capital Equipment/Improvement Fund for the fiscal year 2025-26 adopted budget.

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

I move that the Board of Finance approves the budget amendments for the two interfund loans with the accounts indicated in the table below for the fiscal year 2025-26 adopted general fund and capital equipment/improvement fund budget.

<u>Budget Amendment (Dec. In Exp):</u>	<u>Budget Amendment (Inc. In Exp):</u>	<u>Amount</u>
001.60.60.6001.64587 2022-23 DUMPTRK/PICKUPTRK/PLOW/VEHLIFT	237.60.60.6001.64587 2022-23 DUMPTRK/PICKUPTRK/PLOW/VEHLIFT	\$86,391
001.60.60.6001.65514 2022-23 BUSES (INTERFUND LOAN)	237.60.60.6001.65514 2022-23 BUSES (INTERFUND LOAN)	\$24,053
001.60.60.6001.65534 2022-23 DUMPBODY/SANDER (INTERFUND LOAN)	237.60.60.6001.65534 2022-23 DUMPBODY/SANDER (INTERFUND LOAN)	\$7,595
001.60.60.6001.65568 2022-23 TECHNOLOGY (INTERFUND LOAN)	237.60.60.6001.65568 2022-23 TECHNOLOGY (INTERFUND LOAN)	\$47,851
001.60.60.6001.64588 2023-24 SENIORVAN/TRKPLOW (INTEFUND LOAN)	237.60.60.6001.64588 2023-24 SENIORVAN/TRKPLOW (INTEFUND LOAN)	\$39,919
001.60.60.6001.65535 2023-24 F350 W.PLOW/SCRBBBER/TRAILER (INTERLOAN)	237.60.60.6001.65535 2023-24 F350 W.PLOW/SCRBBBER/TRAILER (INTERLOAN)	\$16,020
001.60.60.6001.65569 2023-24 TECHNOLOGY (INTERFUND LOAN)	237.60.60.6001.65569 2023-24 TECHNOLOGY (INTERFUND LOAN)	\$49,701

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

I move that the Board of Selectmen approves the budget amendments for the two interfund loans with the accounts indicated in the table above for the fiscal year 2025-26 adopted general fund and capital equipment/improvement fund budget.

Enclosure: Appropriation #2026-003

TOWN OF GRANBY

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

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

Date of Request: July 28, 2025

Fiscal Year: 2025-26

Amount of Request: \$271,530

Purpose of Request (Explain briefly or attach narrative):

To move interfund loan accounts from the general fund budget to the small-cap fund budget.

<u>Budget Amendment (Dec. In Exp):</u>	<u>Budget Amendment (Inc. In Exp):</u>	<u>Amount</u>
001.60.60.6001.64587 2022-23 DUMPTRK/PICKUPTRK/PLOW/VEHLIFT	237.60.60.6001.64587 2022-23 DUMPTRK/PICKUPTRK/PLOW/VEHLIFT	\$86,391
001.60.60.6001.65514 2022-23 BUSES (INTERFUND LOAN)	237.60.60.6001.65514 2022-23 BUSES (INTERFUND LOAN)	\$24,053
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001.60.60.6001.65568 2022-23 TECHNOLOGY (INTERFUND LOAN)	237.60.60.6001.65568 2022-23 TECHNOLOGY (INTERFUND LOAN)	\$47,851
001.60.60.6001.64588 2023-24 SENIORVAN/TRKPLOW (INTERFUND LOAN)	237.60.60.6001.64588 2023-24 SENIORVAN/TRKPLOW (INTERFUND LOAN)	\$39,919
001.60.60.6001.65535 2023-24 F350 W.PLOW/SCRBBBER/TRAILER (INTERLOAN)	237.60.60.6001.65535 2023-24 F350 W.PLOW/SCRBBBER/TRAILER (INTERLOAN)	\$16,020
001.60.60.6001.65569 2023-24 TECHNOLOGY (INTERFUND LOAN)	237.60.60.6001.65569 2023-24 TECHNOLOGY (INTERFUND LOAN)	\$49,701

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 ____

cc: Director of Finance & Town Treasurer