



Sandra Webb
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Date: December 18, 2013

To: Mayor & Council

FROM: Sandra Webb
Chief Financial Officer

Re: Resolution for Transfers

On Mayor & Council's agenda for December 27th is a resolution authorizing transfers between current appropriations. This type of resolution is only allowed to be done the last two months of the year.

There is a transfer into the Zoning Salary & Wage appropriations. This is for the salary increase that was given to non-contractual employees and was omitted from the transfer that was approved on December 9th.

Attached is a memorandum from Bob McQueen on the transfer into the Information Technology Other Expense budget. He is requesting \$70,000 to be transferred, however, if you add up the budget overages, it adds to \$78,200. He is requesting less because he had savings in other areas.

The transfer into Telephone OE is to cover actual expenditures that exceeded our expectations. We were optimistic that the transfer that we did on December 9th would have been sufficient, however, that was not the case. Again, all of the phone accounts will be reviewed during 2014 and we hope to achieve savings due to cancelling of lines and services.

The transfer into Gasoline is to cover actual expenditures that exceeded our expectations. Certainly, the increase in gasoline during the year, did not help to keep this budget in line. We will review the usage with Public Works as we begin to review all of the budgets for 2014.

The transfer into Group Insurance is to cover actual expenditures for the retirees that exceeded our expectation.

Vehicle Maintenance Salary & Wage is due to hiring temporary employees because of staff being out on extended medical leave.



Princeton

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Office of Information Technology, Robert McQueen, CIO

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TO: Sandy Webb, CFO
FROM: Robert McQueen, CIO
DATE: December 10, 2013
SUBJ: Budget increase

Due to unforeseen circumstances, I am requesting \$70,000.00 budget transfer into the Information Technology operating budget. The software maintenance account is where we had our difference. There are a few reasons for this. One, on my original budget request, I had an error in a formula, which left out the last line for Comcast, totaling \$29,000.00. The other differences were in the Auto CAD Software for Engineering and Zoning. Combining the two municipalities and upgrading the old Township licenses to be in sync with the old Borough licensing, came in higher than originally thought. We spent \$6,900.00 more than what we had budgeted. We had additional expenses with merging the two phone systems which totaled \$26,500.00. This included the yearly maintenance cost for the Mitel server in Monument Hall, as well as changes from office moves after the initial installation. We also purchased software for the Clerk's office for minutes and agendas, which was not in my original budget request, which totaled \$9,800.00. The last item was moving our Time and attendance software to cloud based storage, to speed up network connectivity to our multiple municipal locations. This was an additional \$6,000.00.

We are making the appropriate adjustments for our 2014 operating budget.

**RESOLUTION 2013-
OF THE MAYOR AND COUNCIL
OF PRINCETON
APPROVING TRANSFERS IN ACCORDANCE WITH
N.J.S.A. 40A:4-58**

WHEREAS, there appears a surplus in the following attached accounts over and above the demand deemed to be necessary for the balance of the current year.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of Princeton, County of Mercer, State of New Jersey that in accordance with the provisions of N.J.S.A. 40A:4-58, part of the surplus in the accounts heretofore mentioned be and are hereby transferred to the accounts mentioned as being insufficient to meet the current demands, and the Chief Financial Officer is hereby authorized to do so.

<u>From</u>	<u>To</u>	
Salary & Wage Adjustment Mayor & Council – OE	Zoning – S&W	\$14,500
Mayor & Council – OE	Information Tech. – OE	\$70,000
Mayor & Council – OE	Telephone	\$10,000
Mayor & Council – OE	Gasoline	\$25,000
Mayor & Council – OE	Employee Group Insurance	\$55,000
Salary & Wage Adjustment	Vehicle Maintenance S&W	\$ 300

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded by the Borough Clerk to the Chief Financial Officer.

Linda S. McDermott, Municipal Clerk

I, Linda S. McDermott, Municipal Clerk of Princeton, in the County of Mercer, in the State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Mayor and Council of Princeton, NJ at a meeting held December 27, 2013.