

May 18, 2020

Mr. Joseph Mooney
Chairman, Board of Finance
Branford Town Hall
P.O. Box 150
Branford, CT 06405

RECEIVED
2020 MAY 18 P 14:00
TOWN OF BRANFORD
BRANFORD, CT 06405

Dear Chairman Mooney and Members of the Board of Finance:

For the fiscal year 2019-2020, I am requesting the Board of Finance approve the following transfers:

From:		
25448100-512000	Salaries – Non -Certified	\$3,055
To:		
25448100-520000	Employee Benefits	\$1,250
25448100-555400	Advertising, Printing	\$1,800
25448100-588200	Memberships, Conferences, Meetings	\$5

Justification

- ERACE was without an enrichment coordinator for the first quarter of the year, so the salary expense was less.
- The transfer of \$1250 to Employee Benefits is because the position was restructured and now includes MERS.
- The transfer of \$1,800 to Advertising, Printing is to cover the increase cost in printing and postage and the addition of paid Facebook advertisements this year.
- The transfer of \$5 to Memberships, Conferences, and Meetings is to pay for additional expenses related to this year’s unexpected compliance review.

Thank you for your time and consideration. Please let me know if you require additional information.

Sincerely,

Christine Bjork

Christine Bjork
ERACE/Branford Adult Education
Program Facilitator/Financial Manager