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2022 MAR 25 A 9:05

Maria S. ...
BRANFORD TOWN CLERK

March 23, 2022

To: Joseph Mooney, Chairman
Board of Finance

From: Peter Cimino
Human Services Director

Re: Budget Transfers FY 2021-2022 Human Services

2021-2022 Transfer Request

Seasonal/Part-time help

Our Human Resources Department requires any contract employee to meet specific IRS guidelines as a condition to remain in a contractor employment status. After reviewing these benchmarks with HR we realize that one contractor did not meet the criteria and are therefore required to be paid as part-time employees of the town.

As a result, we are requesting approval of a transfer from the Wages & Salaries account to the Seasonal/Part-time Help account:

| | | |
|-----------------|-------------------------|-----------|
| From | | |
| 21844010 51700 | Wages & Salaries | (\$9,000) |
| To | | |
| 21844010 518250 | Seasonal/Part-time help | \$9,000 |

Uniforms/Clothing

As we continue to advertise our branding, wearing apparel with our logo will help identify staff to businesses and people in the community.

As a result, we added a Uniforms/Clothing line item and we are requesting approval of a transfer from Wages & Salaries account to Uniforms/Clothing account:

| | | |
|-----------------|-------------------|-----------|
| From | | |
| 21844010 51700 | Wages & Salaries | (\$2,000) |
| To | | |
| 21844010 526100 | Uniforms/Clothing | \$2,000 |

Miscellaneous

Due to cost overrun to meet specific clients' needs, we are requesting approval of a transfer from Wages & Salaries to Miscellaneous:

| | | |
|-----------------|------------------|-----------|
| From | | |
| 21844010 51700 | Wages & Salaries | (\$1,000) |
| To | | |
| 21844010 588000 | Miscellaneous | \$1,000 |