



## TOWN OF GUILFORD

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**TO:** Gabby Ciuffreda  
Dick Clark  
Gordon Little  
Sheila Morse  
Troy Revis, Jr.

**FROM:** Katie Buckley, Town Administrator

**DATE:** June 27, 2016

**RE:** FY16 Line Item Transfers

The following are balance transfers that I recommend be made from the General Fund at the close of FY16:

1. There will be funds remaining in the 5 line items below. I would like to transfer the balances remaining in them on June 30<sup>th</sup> to the Capital Fund for the purpose of funding maintenance work that will be recommended for the Town Office in FY17.

<b>FROM</b>	<b>TO</b>
<b>003-3000-60.01 Website</b>	<b>004-2800.06.00 Transfer In – Town Office</b>
<b>003-3000-68-00 Office Repair/Maint.</b>	<b>004-2800-06.00 Transfer In – Town Office</b>
<b>003-3000-68.01 Office Maintenance</b>	<b>004-2800.06.00 Transfer In – Town Office</b>
<b>003-3000-76.01 Heating</b>	<b>004-2800-06.00 Transfer In – Town Office</b>
<b>003-3000-90.00 Vehicle Damage</b>	<b>004-2800-06.00 Transfer In – Town Office</b>

2. There will be a significant amount of money left in the Listers category (003-3430) this year. I recommend this money be transferred to the Reappraisal Fund (302) for the purpose of funding the Reappraisal Project in progress and future reappraisals. I have discussed this with the Listers; they support this idea (6/21/16).

3. There will be a significant amount of money remaining in the “Cemeteries” category (003-4300). There is a large amount of work that should take place in our Town owned cemeteries to keep them in good repair; it is no longer feasibility for it to be carried out with volunteer labor. I would like to suggest the creation of a new separate “Cemeteries Fund” (Fund 014) into which remaining General Fund “Cemeteries” category (003-4300) monies at fiscal year end will be transferred. This is presently being done for both the Conservation and Planning Commission funds and has been taking place since FY14 (approved 6/9/2014). This will build a “savings” to be used as seed money for grants or help fund cemetery repair projects.
  
4. There will be a significant amount of money remaining in the “Constable” category (003-4100). Since the RERP Program ceases to exist in FY17, I recommend that an “Emergency Response” Fund be created and used at the discretion of the Selectboard. Monies remaining in the General Fund “Constable” category (003-4100) at fiscal year end will be transferred into this newly created fund.