

**City of Bridgeport
Office of Policy and Management
Budget Transfer Request**

DEPARTMENT: **LIBRARY** **11/20/24**

TRANSFER REQUEST: (Please provide a detailed statement of the reasons surrounding the transfer request, the exact account numbers and names of the accounts which will be affected, the dollar amount involved, and a statement which confirms that the re-allocated funds of the accounts which you affect are sufficient for all anticipated expenditures for the remainder of the fiscal year.)

Transfer \$71,688.00 FROM Line 56998 Special Services Freeze TO Line 51000 Full-Time Earned Pay	
From: Special Services Freeze	To: Full-Time Earned Pay
\$ 360,313.00	\$ 2,629,283.59
-\$ 71,688.80	+\$ 71,688.80
\$ 288,624.20	\$ 2,700,972.39
Additional Comments:	
To replenish Full-Time Earned Pay after Retroactive Pay Deduction September 2024.	

This transfer is to implement the action of the Library Board of Directors under the authority granted by Connecticut General Statutes §11-33.

Department Head Signature:

Elaine Braithwaite, City Librarian

Date: _____

**City of Bridgeport
Office of Policy and Management
Budget Transfer Request**

DEPARTMENT: **LIBRARY** **9/18/24**

TRANSFER REQUEST: (Please provide a detailed statement of the reasons surrounding the transfer request, the exact account numbers and names of the accounts which will be affected, the dollar amount involved, and a statement which confirms that the re-allocated funds of the accounts which you affect are sufficient for all anticipated expenditures for the remainder of the fiscal year.)

Transfer \$43,017.00 FROM Line 56998 Special Services Freeze TO Line 56180 Other Services	
From: Special Services Freeze	To: Other Services
\$ 403,330.00	\$ 5,481.40
-\$ 43,017.00	+\$ 43,017.00
\$ 360,313.00 as of 11/20/24	\$ 48,489.40
Additional Comments: To cover annual insurance premiums: Gallagher, \$24,218.00; Twin City Fire (The Hartford), \$18,799.00	

This transfer is to implement the action of the Library Board of Directors under the authority granted by Connecticut General Statutes §11-33.

Department Head Signature: _____

Elaine Braithwaite, City Librarian

Date: _____

BRIDGEPORT PUBLIC LIBRARY
 PAYROLL VARIANCE REPORT
 FY 2025 : July 2024 - June 2025

BUDGET FOR THE YEAR (52.4 weeks)	\$4,307,164.00	
WEEKLY BUDGET (52.4 weeks)	\$82,197.79	
REPORTING PERIOD	Jul 1 to October 16, 2024	Jul 1 to September 13, 2024
WEEKS PAID YEAR TO DATE	14.00	10.00
AVERAGE ACTUAL WEEKLY PAYROLL	\$81,806.69	\$81,594.81
Y-T-D BUDGET / Year to Date Expected Payroll	\$ 1,150,769.01	\$ 821,977.86
(Less) ACTUAL PAYROLL YEAR TO DATE	1,145,293.70	815,948.07
FAVORABLE (UNFAVORABLE) VARIANCE	<u>\$ 5,475.31</u>	<u>\$ 6,029.79</u>
OTHER CHARGES / COST TO SALARIES		
RETROACTIVE PAY	(71,688.80)	(71,688.80)
UNUSED VAC/SICK TIME (51156, 51154)	0.00	0.00
YEAR TO DATE TRANSFER TO OTHER EXPENSES	0.00	0.00
SURPLUS (DEFICIT)	<u>\$ (66,213.49)</u>	<u>\$ (65,659.01)</u>

*Transf in from
 Spec Serv Freeze
 to payroll*