

SPECIAL FINANCE/AUDIT COMMITTEE MEETING

MARCH 24, 2025 AT 6:30 pm

End of year budget transfers to close out 2024- J. Tuey

1. Parks & Rec
2. DPW
3. DPW
4. Comptroller
5. Comptroller
6. Comptroller

CITY OF KINGSTON
Department of Parks and Recreation
ltimbrouck@kingston-ny.gov

Steven T. Noble, Mayor



Lynsey Timbrouck, Director

March 6, 2025

Dear President Shaut:

As part of our year-end review, the Parks and Recreation Department would like to request a \$0 impact internal budget transfer to reconcile some of our accounts.

I respectfully request an internal transfer totaling \$649. Please see the attached spreadsheet for details.

Thank you in advance for your consideration.

Respectfully,

Lynsey Timbrouck
Director, Kingston Parks and Recreation

cc: John Tuey, Comptroller, City of Kingston

**THE CITY OF KINGSTON COMMON COUNCIL
FINANCE/AUDIT
COMMITTEE REPORT**

REQUEST DESCRIPTION

INTERNAL TRANSFER X
AUTHORIZATION
CLAIMS

CONTINGENCY TRANSFER
BUDGET MODIFICATION
ZONING

TRANSFER
BONDING REQUEST
OTHER

DEPARTMENT: Parks and Recreation DATE: 3/6/25

Description:

Year-end internal budget transfer of \$649 to reconcile department accounts.

(See attached spreadsheet)

Estimated Financial Impact: \$0 Signature 

Motion by

Seconded by

Action Required:

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		

From:

Account#	Account Name	Total Amount
7260.472	Adult Contracted Services	\$649.00
		\$649.00

To:

Account#	Account Name	Total Amount
7110.441	Parks Maintenance of Equipment	\$303.00
7110.834	Parks Uniforms/Boots	\$14.00
7210.811	Dietz Social Security	\$65.00
7250.811	Env. Ed and Sust. Social Security	\$267.00
		\$649.00

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THE CITY OF KINGSTON COMMON COUNCIL
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REQUEST DESCRIPTION

INTERNAL TRANSFER X
AUTHORIZATION _____
CLAIMS _____


CONTINGENCY TRANSFER _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT: PUBLIC WORKS DATE: 3/6/25

Description:

Sewer Fund – Internal Transfer of \$17,956.00; transfer to cover shortfalls in accounts for year ending 2024.

Estimated Financial Impact: \$ 0 Signature 

Motion by _____

Seconded by _____

Action Required:

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		

From:

Account#	Account Name	Total Amount
8120 11 5101	Sewer Regular Pay	\$17,956.00

\$17,956.00

To:

Account#	Account Name	Total Amount
8120 11 5118	Sewer Standby Pay	\$60.00
8120 14 5423	Sewer Natural Gas	\$97.00
8120 14 5472	Sewer Contracted Service	\$16,927.00
8120 14 5487	Sewer Construction Material	\$1,029.00

\$17,956.00

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**THE CITY OF KINGSTON COMMON COUNCIL
FINANCE/AUDIT
COMMITTEE REPORT**

REQUEST DESCRIPTION

INTERNAL TRANSFER X
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT: PUBLIC WORKS DATE: 3/6/25

Description:

General Fund – Internal Transfer of \$66,916; transfer to cover shortfalls in accounts for year ending 2024

Estimated Financial Impact: \$ 0 Signature [Signature]

Motion by _____

Seconded by _____

Action Required:

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		

From:

Account#	Account Name	Total Amount
8160 14 5472	Sanitation Contracted Services	\$66,916.00

To:

Account#	Account Name	Total Amount
1490 11 5101	Admin Regular Pay	\$9,414.00
1490 11 5118	Admin Standby Pay	\$120.00
1490 11 5811	Admin Social Security	\$9,376.00
1490 14 5422	Admin Electric	\$1,084.00
1490 14 5462	Admin Dues & Seminars	\$584.00
1490 14 5472	Admin Contracted Service	\$170.00
1490 18 5834	Admin Employee Uniforms	\$514.00
1625 14 5422	B & G Electric	\$635.00
1625 14 5426	B & G Fuel	\$103.00
1625 14 5444	B & G Vehicle Maintenance	\$125.00
5110 14 5441	Streets Equipment Maintenance	\$333.00
5132 14 5423	Garage Natural Gas	\$2,160.00
5182 14 5422	Street Lights Electricity	\$27,338.00
5182 14 5444	Street Light Vehicle Maintenance	\$3,913.00
8160 11 5103	Sanitation Overtime	\$10,723.00
8160 18 5835	Sanitation Meal Allowance	\$2.00
8745 14 5422	Flood Control Electric	\$322.00

\$66,916.00**\$66,916.00**

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**THE CITY OF KINGSTON COMMON COUNCIL
FINANCE/AUDIT
COMMITTEE REPORT**

REQUEST DESCRIPTION

INTERNAL TRANSFER _____
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION ^x _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT: Comptroller DATE: 3/19/25

Description:

Request City Hall Sewer Fund Budgetary Transfers totaling \$344,970 to close out 2024.
· There is no financial impact from this transfer.

Estimated Financial Impact: \$0 Signature John Tacey

Motion by _____

Seconded by _____

Action Required:

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		

From:

Account#	Account Name	Total Amount
G1 9901-19-5900	TRANSFER TO DEBT SERVICE	\$302,704.00
G1 9950-22-42711	PREMIUM ON OBLIGATION	\$42,266.00
		\$344,970.00

To:

Account#	Account Name	Total Amount
G1 9710-17-5701	BOND INT	\$280,923.00
G1 9950-19-5907	BAN INT	\$64,047.00
		\$344,970.00

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**THE CITY OF KINGSTON COMMON COUNCIL
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REQUEST DESCRIPTION

INTERNAL TRANSFER _____
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION ^x _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT: Comptroller DATE: 3/19/25

Description:

Request City Hall General Fund Budgetary Transfers totaling \$728,350 to close out 2024.
· There is no financial impact from this transfer.

Estimated Financial Impact: \$0 Signature John Tukey

Motion by _____

Seconded by _____

Action Required:

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		

From:

To:

Account#	Account Name	Total Amount
A1 -1-1315-11-5101 -	REGULAR PAY	\$17,711
A1 -1-1315-11-5811 -	SOCIAL SEC	\$2,193
A1 -1-1315-14-5411 -	CONSULTANT	\$8,409
A1 -1-1320-14-5411 -	CONSULTANT	\$18,800
A1 -1-1355-14-5411 -	CONSULTANT	\$4,984
A1 -1-1420-11-5101 -	REGULAR PAY	\$84,694
A1 -1-1420-11-5811 -	SOCIAL SEC	\$6,183
A1 -1-1420-14-5419 -	COURT & WI	\$9,145
A1 -1-1440-11-5101 -	REGULAR PAY	\$25,963
A1 -1-1440-11-5811 -	SOCIAL SEC	\$2,175
A1 -1-1680-11-5101 -	REGULAR PAY	\$5,358
A1 -1-1680-14-5421 -	TELEPHONE	\$2,266
A1 -1-1910-14-5438 -	DISABILITY	\$3,825
A1 -1-1930-14-5467 -	CERTIORARI	\$10,000
A1 -3-3320-14-5441 -	MAINTENANC	\$4,662
A1 -3-3320-14-5444 -	VEHICLE MA	\$4,324
A1 -3-3620-11-5101 -	REGULAR PAY	\$57,351
A1 -3-3620-11-5112 -	PART TIME	\$9,415
A1 -3-3620-11-5811 -	SOCIAL SEC	\$6,551
A1 -4-4010-11-5101 -	REGULAR PAY	\$20,958
A1 -8-8020-11-5101 -	REGULAR PAY	\$41,094
A1 -8-8020-11-5811 -	SOCIAL SEC	\$3,675
A1 -9710-25-45031	INTERFUND TRANSFERS	\$316,943
A1 -9950-22-42711	PREMIUM ON OBLIGATION	\$61,671
		\$728,350

Account#	Account Name	Total Amount
A1 -1-1010-14-5405 -	CONTRACT U	\$1,261
A1 -1-1130-14-5463 -	POSTAGE,FR	\$2,363
A1 -1-1210-14-5463 -	POSTAGE,FR	\$40
A1 -1-1315-18-5822 -	DENTAL INS	\$100
A1 -1-1330-14-5463 -	POSTAGE,FR	\$397
A1 -1-1355-11-5117 -	VACATION P	\$4,033
A1 -1-1355-14-5462 -	DUES,SEMIN	\$436
A1 -1-1355-14-5463 -	POSTAGE,FR	\$102
A1 -1-1410-11-5101 -	REGULAR PA	\$3
A1 -1-1410-11-5103 -	OVERTIME	\$52
A1 -1-1410-18-5822 -	DENTAL INS	\$190
A1 -1-1420-11-5112 -	PART-TIME	\$4,515
A1 -1-1420-11-5117 -	VACATION P	\$5,599
A1 -1-1420-14-5403 -	BOOKS,LITE	\$2,942
A1 -1-1420-14-5411 -	CONSULTANT	\$114,905
A1 -1-1440-11-5117 -	VACATION P	\$4,689
A1 -1-1440-14-5403 -	BOOKS,LITE	\$170
A1 -1-1490-18-5822 -	DENTAL INS	\$100
A1 -1-1620-11-5103 -	OVERTIME P	\$642
A1 -1-1620-11-5110 -	SHIFT DIFF	\$1,033
A1 -1-1620-11-5112 -	PART TIME	\$321
A1 -1-1620-11-5811 -	SOCIAL SEC	\$153
A1 -1-1620-14-5422 -	ELECTRICIT	\$3,465
A1 -1-1620-14-5423 -	NATURAL GA	\$715
A1 -1-1620-14-5472 -	CONTRACTED	\$4,409
A1 -1-1620-14-5486 -	CLEANING &	\$336
A1 -1-1650-11-5117 -	VACATION P	\$1,777
A1 -1-1670-14-5402 -	OFFICE SUP	\$721
A1 -1-1670-14-5463 -	POSTAGE,FR	\$2,455
A1 -1-1680-11-5103 -	OVERTIME	\$660
A1 -1-1680-11-5117 -	VACATION P	\$4,261
A1 -1-1680-11-5118 -	STANDBY PA	\$143
A1 -1-1680-14-5402 -	OFFICE SUP	\$145
A1 -1-1680-14-5408 -	DATA PROCE	\$25
A1 -1-1680-18-5822 -	DENTAL INS	\$194
A1 -1-1910-14-5430 -	MULTI-PERI	\$152,067
A1 -1-1930-14-5401 -	GENERAL CO	\$30,801
A1 -3-3320-11-5103 -	OVERTIME	\$6,631
A1 -3-3320-11-5112 -	PART TIME	\$2,417
A1 -3-3320-11-5118 -	STANDBY PA	\$1,676
A1 -3-3320-11-5811 -	SOCIAL SEC	\$942
A1 -3-3620-14-5402 -	OFFICE SUP	\$10
A1 -3-3620-14-5426 -	VEHICLE FU	\$112

From:

To:

Account#	Account Name	Total Amount	Account#	Account Name	Total Amount
			A1 -3-3620-18-5822 -	DENTAL INS	\$340
			A1 -3-3620-18-5834 -	UNIFORM AL	\$5
			A1 -4-4010-11-5105 -	RETIREMENT	\$1,674
			A1 -4-4010-18-5822 -	DENTAL INS	\$214
			A1 -5-5110-18-5822 -	DENTAL INS	\$182
			A1 -5-5132-18-5822 -	DENTAL INS	\$1,144
			A1 -6-6989-11-5117 -	VACATION P	\$245
			A1 -6-6989-14-5411 -	CONSULTANT	\$8,901
			A1 -6-6990-11-5117 -	VACATION P	\$3,464
			A1 -6-6990-14-5463 -	POSTAGE,FR	\$22
			A1 -6-6995-18-5822 -	DENTAL INS	\$236
			A1 -7-7010-11-5103 -	OVERTIME	\$322
			A1 -7-7010-18-5822 -	DENTAL INS	\$547
			A1 -7-7110-18-5822 -	DENTAL INS	\$3,795
			A1 -7-7110-18-5834 -	UNIFORM AL	\$14
			A1 -7-7250-18-5822 -	DENTAL INS	\$87
			A1 -7-7520-11-5101 -	REGULAR PA	\$3
			A1 -7-7551-11-5103 -	OVERTIME P	\$5,097
			A1 -7-7551-11-5811 -	SOCIAL SEC	\$367
			A1 -8-8010-11-5112 -	PART TIME	\$369
			A1 -8-8020-11-5117 -	VACATION P	\$415
			A1 -8-8020-18-5822 -	DENTAL INS	\$164
			A1 -8-8040-11-5102 -	LONGEVITY	\$676
			A1 -8-8040-11-5117 -	VACATION P	\$1,032
			A1 -8-8040-11-5811 -	SOCIAL SEC	\$103
			A1 -8-8040-14-5402 -	OFFICE SUP	\$96
			A1 -8-8160-18-5822 -	DENTAL INS	\$1,697
			A1 -8-8560-14-5472 -	CONTRACTED	\$501
			A1 -9-9050-18-5850 -	UNEMPLOYME	\$4,826
			A1 -9-9060-11-5811 -	SOCIAL SEC	\$9,720
			A1 -9-9060-18-5821 -	HOSPITAL &	\$183
			A1 -9-9060-18-5822 -	DENTAL INS	\$122
			A1 -9-9089-18-5822 -	DENTAL INS	\$430
			A1 -9-9189-18-5822 -	DENTAL INS	\$168
			A1 -9-9901-19-5901 -	TRAN TO DS	\$234,044
			A1 -9-9950-19-5906 -	BOND ANTIC	\$24,901
			A1 -9-9950-19-5907 -	BAN INT	\$61,671
			A1 -9-9999-11-5811 -	SOCIAL SEC	\$2,565
					<hr/>
					\$728,350

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**THE CITY OF KINGSTON COMMON COUNCIL
FINANCE/AUDIT
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____ AUTHORIZATION _____ CLAIMS _____	CONTINGENCY TRANSFER ^x _____ BUDGET MODIFICATION _____ ZONING _____	TRANSFER _____ BONDING REQUEST _____ OTHER _____

DEPARTMENT: <u>Comptroller</u> DATE: <u>3/19/25</u>
Description: Request General Fund Budgetary Transfers totaling \$11,994,035 to close out 2024 transfers to the Capital Fund. There is a \$16,234 financial impact from this transfer.
Estimated Financial Impact: \$ <u>16,234</u> Signature <u>John Tacey</u>

Motion by _____

Seconded by _____

Action Required:

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		

From:

Account#	Account Name
A1 6990 24 4089	American Rescue Plan Grant
A1 9999 19 5901	Fund Balance (Dietz Reserve)
A1 1990 14 5404	Contingency

Total Amount

\$11,977,801
\$13,595
\$2,639
\$11,994,035

To:

Account#	Account Name	Total Amount
A1 -9-9905-19-5901 -	Transfer To Capital-ARPA	\$11,977,801
A1 -9-9905-19-5901 -	Transfer To Capital - From Dietz Reserve	\$13,595
A1 -9-9905-19-5901 -	Transfer To Capital - Cap Project Closeouts	<u>\$2,639</u>
		\$11,994,035