



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Debbie Hall, Finance Director

**DEPARTMENT:** Finance

**MEETING:** Town Council – 6/10/2025

**SUBJECT:** Budget Amendments/Transfers

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**BACKGROUND:**

I have received several budget amendments and/or transfer requests. As you know, transfers require only your notification whereas amendments require your approval. Listed below you will find a description of the amendments and/or transfers. I have also attached a copy of the supporting documentation for the appropriations.

**Appropriations:**

Appropriate \$1,000 donation to the Police Department from Anna & Mark Corey to account 10-510-033 Police Supplies to purchase backpacks for police employees.

**Transfers:**

Transfer \$500 from account 10-510-021 Police Tires to account 10-510-033 Police Supplies to cover the line-item shortage.

Transfer \$2,750 from account 10-510-021 Police Tires to account 10-510-014 Police Travel & Training to cover the line-item shortage.

Transfer \$150 from account 10-420-002 Executive Wages to account 10-420-059 Executive Longevity to cover line-item shortage.

Transfer \$250 from account 10-450-006 HR Medical Insurance to account 10-450-059 HR Longevity to cover line-item shortage.

Transfer \$250 from account 10-510-001 Police Holiday Pay to account 10-510-059 Police Longevity to cover line-item shortage.

Transfer \$500 from account 10-530-001 Fire Holiday Pay to account 10-530-059 Fire Longevity to cover line-item shortage.

Transfer \$15,267 from account 30-800-049 W&S Admin Postage to account 30-800-045 W&S Admin Contract Services to continue garage site monitoring under the NCDEQ Registered Environmental Consultant (REC) program.

Transfer \$57,250 from account 10-550-074 Marina Capital over \$10,000 to account 27-004-046 Professional Services Marina (Phase IV) to cover the cost of the survey and design/permitting/bid management of the Harbor Master Office at the Town Marina.

**Annual Transfer:**

A journal entry has been prepared for the annual budgeted transfer from the Utility Fund to the General Fund in the amount of \$775,000.

**BUDGET IMPACT:**

No budget impacts.

**ACTION REQUESTED:**

Approve the budget amendments and/or transfers as presented by the Finance Director.