

**City Of Albany**

**Board of Estimate & Apportionment**

**Tuesday, July 20, 2021**

**1:30 P.M.**

**Regular Meeting**

Dr. Dorcey Applyrs  
Chief City Auditor

Nick Blais - **SECONDED**  
Acting Budget Director

Robert Magee  
Corporation Counsel

Corey Ellis - **MOVED**  
Common Council President

**PASSED (4-0)**

Offered the following:

**Budget Transfers 2021**

Department	Transfer From Account	Transfer From Amount	Transfer To Account	Transfer To Amount	Explanation
Administrative Services	Contingency Account A.1900.7448	\$ 55,000.00	Unallocated Insurance A.1900.7431	\$ 55,000.00	To cover insurance costs
Buildings & Regulatory Compliance	Temporary Help A.3620.7170	\$ 10,000.00	Contracted Services A.3620.7440	\$ 10,000.00	To correct a previous transfer that incorrectly allocated funds to Temp Help
Water	Contingency Account BW.1900.7448	\$ 35,000.00	Supplies & Materials BW.8330.7410	\$ 35,000.00	To cover supplies and materials for the rest of 2021
Law	Judgments and Claims A.1900.7432	\$ 30,000.00	Fees & Services A.1420.7450	\$ 30,000.00	To cover upcoming invoices
Law	Judgments and Claims A.1900.7432	\$ 13,304.00	Unallocated Insurance A.1900.7431	\$ 13,304.00	To cover insurance deductibles

**CITY OF ALBANY**  
**BUDGET TRANSFER REQUEST FORM (Revised 6/2018)**

Department:   
 Contact Person:   
 Budget Year for this Transfer:   
 Date Submitted:

**TRANSFER FROM:**  
 Account Name:   
 Account Number:   
 Amount to Transfer:   
 Current Account Balance:

**TRANSFER TO:**  
 Account Name:   
 Account Number:   
 Amount to Receive in Transfer:   
 Current Account Balance:

**TRANSFER FROM:**  
 Account Name:   
 Account Number:   
 Amount to Transfer:   
 Current Account Balance:

**TRANSFER TO:**  
 Account Name:   
 Account Number:   
 Amount to Receive in Transfer:   
 Current Account Balance:

**TRANSFER FROM:**  
 Account Name:   
 Account Number:   
 Amount to Transfer:   
 Current Account Balance:

**TRANSFER TO:**  
 Account Name:   
 Account Number:   
 Amount to Receive in Transfer:   
 Current Account Balance:

**TRANSFER FROM:**  
 Account Name:   
 Account Number:   
 Amount to Transfer:   
 Current Account Balance:

**TRANSFER TO:**  
 Account Name:   
 Account Number:   
 Amount to Receive in Transfer:   
 Current Account Balance:

TOTAL TRANSFER AMOUNT  =

Reason for Transfer:

Back-up information included?  
 Is this a Salary Change Request?

*If this is a salary change, fill out the below information:*

**SALARY CHANGE INFORMATION**

Title of Employee Receiving Salary Change:

Reason for Salary Change:

Department Head e-Signature:

Budget Office e-Signature:

Date:

Please return this form to: [budgettransfers@albanyny.gov](mailto:budgettransfers@albanyny.gov)

**CITY OF ALBANY**  
**BUDGET TRANSFER REQUEST FORM (Revised 6/2018)**

Department:   
 Contact Person:   
 Budget Year for this Transfer:   
 Date Submitted:

<p><b>TRANSFER FROM:</b>                  Account Name: <input type="text" value="Temporary Help"/> ✓                  Account Number: <input type="text" value="A.3620.7170"/> ✓                  Amount to Transfer: <input type="text" value="\$10,000"/>                  Current Account Balance: <input type="text" value="4,185.76"/> 10w ✓</p> <p><b>TRANSFER FROM:</b>                  Account Name: <input type="text"/>                  Account Number: <input type="text"/>                  Amount to Transfer: <input type="text"/>                  Current Account Balance: <input type="text"/></p> <p><b>TRANSFER FROM:</b>                  Account Name: <input type="text"/>                  Account Number: <input type="text"/>                  Amount to Transfer: <input type="text"/>                  Current Account Balance: <input type="text"/></p> <p><b>TRANSFER FROM:</b>                  Account Name: <input type="text"/>                  Account Number: <input type="text"/>                  Amount to Transfer: <input type="text"/>                  Current Account Balance: <input type="text"/></p>	<p><b>TRANSFER TO:</b>                  Account Name: <input type="text" value="Contracted Services"/> ✓                  Account Number: <input type="text" value="A3620.7440"/> ✓                  Amount to Receive in Transfer: <input type="text" value="\$10,000"/>                  Current Account Balance: <input type="text" value="167,396"/> ✓</p> <p><b>TRANSFER TO:</b>                  Account Name: <input type="text"/>                  Account Number: <input type="text"/>                  Amount to Receive in Transfer: <input type="text"/>                  Current Account Balance: <input type="text"/></p> <p><b>TRANSFER TO:</b>                  Account Name: <input type="text"/>                  Account Number: <input type="text"/>                  Amount to Receive in Transfer: <input type="text"/>                  Current Account Balance: <input type="text"/></p> <p><b>TRANSFER TO:</b>                  Account Name: <input type="text"/>                  Account Number: <input type="text"/>                  Amount to Receive in Transfer: <input type="text"/>                  Current Account Balance: <input type="text"/></p>
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TOTAL TRANSFER AMOUNT  =

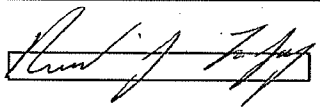
Reason for Transfer:

Back-up information included?  
 Is this a Salary Change Request?  *If this is a salary change, fill out the below information:*

**SALARY CHANGE INFORMATION**

Title of Employee Receiving Salary Change:

Reason for Salary Change:

Department Head e-Signature: 

Budget Office e-Signature:  Date:

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CITY OF ALBANY

BUDGET TRANSFER REQUEST FORM (Revised 6/2018)

Department:

Contact Person:

Budget Year for this Transfer:

Date Submitted:

<b>TRANSFER FROM:</b> Account Name: <input type="text" value="Contingency"/> Account Number: <input type="text" value="BW.1900.7448"/> Amount to Transfer: <input type="text" value="\$35,000"/> Current Account Balance: <input type="text" value="\$236,524.00"/>	<b>TRANSFER TO:</b> Account Name: <input type="text" value="Purification - Supplies"/> Account Number: <input type="text" value="BW.8330.7410"/> Amount to Receive in Transfer: <input type="text" value="\$35,000"/> Current Account Balance: <input type="text" value="\$4,403.65"/>
<b>TRANSFER FROM:</b> Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Transfer: <input type="text"/> Current Account Balance: <input type="text"/>	<b>TRANSFER TO:</b> Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Receive in Transfer: <input type="text"/> Current Account Balance: <input type="text"/>
<b>TRANSFER FROM:</b> Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Transfer: <input type="text"/> Current Account Balance: <input type="text"/>	<b>TRANSFER TO:</b> Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Receive in Transfer: <input type="text"/> Current Account Balance: <input type="text"/>
<b>TRANSFER FROM:</b> Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Transfer: <input type="text"/> Current Account Balance: <input type="text"/>	<b>TRANSFER TO:</b> Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Receive in Transfer: <input type="text"/> Current Account Balance: <input type="text"/>
<b>TRANSFER FROM:</b> Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Transfer: <input type="text"/> Current Account Balance: <input type="text"/>	<b>TRANSFER TO:</b> Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Receive in Transfer: <input type="text"/> Current Account Balance: <input type="text"/>
<b>TRANSFER FROM:</b> Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Transfer: <input type="text"/> Current Account Balance: <input type="text"/>	<b>TRANSFER TO:</b> Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Receive in Transfer: <input type="text"/> Current Account Balance: <input type="text"/>

TOTAL TRANSFER AMOUNT  =

Reason for Transfer:

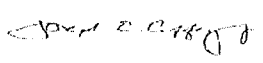
Back-up information included?  *If this is a salary change, fill out the below information:*

Is this a Salary Change Request?

**SALARY CHANGE INFORMATION**

Title of Employee Receiving Salary Change:

Reason for Salary Change:

Department Head e-Signature: 

Budget Office e-Signature:  Date:

Please return this form to: [budgettransfers@albany.gov](mailto:budgettransfers@albany.gov)

**CITY OF ALBANY**  
**BUDGET TRANSFER REQUEST FORM (Revised 6/2018)**

Department: Law Department  
 Contact Person: \_\_\_\_\_  
 Budget Year for this Transfer: 2021  
 Date Submitted: 6/24/2021

**TRANSFER FROM:**  
 Account Name: Judgments & Claims  
 Account Number: A.1900.7432  
 Amount to Transfer: \$30,000  
 Current Account Balance: \$431,830.60

**TRANSFER TO:**  
 Account Name: fees & Services  
 Account Number: A.1420.7450  
 Amount to Receive in Transfer: \$30,000  
 Current Account Balance: \$330.95

**TRANSFER FROM:**  
 Account Name: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Amount to Transfer: \_\_\_\_\_  
 Current Account Balance: \_\_\_\_\_

**TRANSFER TO:**  
 Account Name: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Amount to Receive in Transfer: \_\_\_\_\_  
 Current Account Balance: \_\_\_\_\_

**TRANSFER FROM:**  
 Account Name: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Amount to Transfer: \_\_\_\_\_  
 Current Account Balance: \_\_\_\_\_

**TRANSFER TO:**  
 Account Name: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Amount to Receive in Transfer: \_\_\_\_\_  
 Current Account Balance: \_\_\_\_\_

**TRANSFER FROM:**  
 Account Name: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Amount to Transfer: \_\_\_\_\_  
 Current Account Balance: \_\_\_\_\_

**TRANSFER TO:**  
 Account Name: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Amount to Receive in Transfer: \_\_\_\_\_  
 Current Account Balance: \_\_\_\_\_

TOTAL TRANSFER AMOUNT \$30,000 \$0 = \$30,000 \$0

Reason for Transfer: There is not enough funds to pay invoices.

Back-up information included?  
 Is this a Salary Change Request?

*If this is a salary change, fill out the below information:*

**SALARY CHANGE INFORMATION**

Title of Employee Receiving Salary Change: \_\_\_\_\_

Reason for Salary Change: \_\_\_\_\_

Department Head e-Signature: \_\_\_\_\_

Budget Office e-Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to: [budgettransfers@albanyny.gov](mailto:budgettransfers@albanyny.gov)

CITY OF ALBANY  
BUDGET TRANSFER REQUEST FORM (Revised 6/2018)

Department: Law Department  
Contact Person: \_\_\_\_\_  
Budget Year for this Transfer: 2021  
Date Submitted: 7/15/2021

**TRANSFER FROM:**  
Account Name: Judgements & Claims  
Account Number: A.19.00.7432  
Amount to Transfer: \$13,304.00  
Current Account Balance: 431,830.60

**TRANSFER TO:**  
Account Name: Unallocated Insurance  
Account Number: A.19.00.7431  
Amount to Receive in Transfer: \$13,304.00  
Current Account Balance: 11,696

**TRANSFER FROM:**  
Account Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Amount to Transfer: \_\_\_\_\_  
Current Account Balance: \_\_\_\_\_

**TRANSFER TO:**  
Account Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Amount to Receive in Transfer: \_\_\_\_\_  
Current Account Balance: \_\_\_\_\_

**TRANSFER FROM:**  
Account Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Amount to Transfer: \_\_\_\_\_  
Current Account Balance: \_\_\_\_\_

**TRANSFER TO:**  
Account Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Amount to Receive in Transfer: \_\_\_\_\_  
Current Account Balance: \_\_\_\_\_

**TRANSFER FROM:**  
Account Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Amount to Transfer: \_\_\_\_\_  
Current Account Balance: \_\_\_\_\_

**TRANSFER TO:**  
Account Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Amount to Receive in Transfer: \_\_\_\_\_  
Current Account Balance: \_\_\_\_\_

TOTAL TRANSFER AMOUNT \$13,304 \$0 = 13,304 \$0

Reason for Transfer: There isn't enough funds to pay vendor

Back-up information included?  
Is this a Salary Change Request?

*If this is a salary change, fill out the below information:*

**SALARY CHANGE INFORMATION**  
Title of Employee Receiving Salary Change: \_\_\_\_\_  
Reason for Salary Change: \_\_\_\_\_

Department Head e-Signature: \_\_\_\_\_

Budget Office e-Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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