RESOLUTION 12, 2023

CITY CLERK

\$6,000.00

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF TERRE HAUTE, INDIANA:

WHEREAS, There are insufficient funds in a certain account(s) of the General Fund budget to meet current and anticipated expenditures within said Department, and;

WHEREAS, There are surplus funds in another account of the same budget, said Accounts being within the appropriation heretofore made for the use of said Department.

BE IT THEREFORE RESOLVED: That the following transfers be made in the Accounts heretofore appropriated for the use of said Department:

Deputy City Clerks

FROM: #0101-0002-01-412015

TO:	#0101-0002-03-434-010	Printing	\$6,000.00		
FROM:	: #0101-0002-01-412015	Deputy City Clerks	\$4,500.00		
TO:	#0101-0002-04-444040	Purchase of Office Equipment	\$4,500.00		
FROM:	#0101-0002-01-412015	Deputy City Clerks	\$3,000.00		
TO:	#0101-0002-02-421010	Office Supplies	\$3,000.00		
	TOTAL		\$13,500.00		
Passed i	in open Council this	day of <u>Secember</u> Curtis I	, 2023. DeBaun, President		
ATTEST: Michelle L. Edwards, City Clerk					
		day of <u>becember</u>			
Approve	ed by me, the Mayor, this	Op 1 Date	, 2023. Duke A. Bennett, Mayor		

ATTEST: Michelle L. Edwards, City Clerk

REQUEST FOR TRANSFER OF BUDGETED FUNDS

(For Approval by Mayor, Controller and

This form is to be used when the requested transfer is between two major classifications.

DEPART	MENT or FUND: City Clerk		
DATE:	11/13/2023		
	Account #	Account Name:	Amount:
FROM:	0101-0002-01-412015	Deputy City Clerks	\$6,000.00
TO:	0101-0002-03-434010	Printing	\$6,000.00
FROM:	0101-0002-01-412015	Deputy City Clerks	\$4,500.00
TO:	0101-0002-04-444040	Purchase of Office Equipment	\$4,500.00
FROM:	0101-0002-01-412015	Deputy City Clerks	\$3,000.00
TO:	0101-0002-02-421010	Oiffice Supplies	\$3,000.00
FROM:			
TO:			***
		Total Amount to be Transferred:	13,5000

Department Head Approval: (Forward to Mayor)

Mayoral Approval: (Forward to Controller)

Controller Approval: (Forward copy of approval to Department Head) Signature

DEPARTMENT HEAD: Please attach a memorandum briefly detailing the need for this resolution. Such information should include specific services or products you intend to purchase and the reason you have surplus funds in the specified accounts.