

FILED

NOV 25 2024

RESOLUTION 34, 2024

CITY CLERK

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 **City Clerk (0101-0002)** 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:

FROM: #0101-0002-01-412007	Clerical Assistant	\$1,000.00
TO: #0101-0002-02-421010	Office Supplies	\$1,000.00
FROM: #0101-0002-01-412105	Part-Time Employees	\$650.00
TO: #0101-0002-02-421010	Office Supplies	\$650.00
FROM: #0101-0002-03-432020	Instruction	\$100.00
TO: #0101-0002-02-421080	Computer Supplies	\$100.00
FROM: #0101-0002-03-433010	Telephone	\$1,000.00
TO: #0101-0002-02-421010	Office Supplies	\$1,000.00
FROM: #0101-0002-03-433030	Travel	\$365.00
TO: #0101-0002-04-444040	Purchase of Office Equipment	\$365.00
FROM: #0101-0002-03-434010	Printing	\$500.00
TO: #0101-0002-04-444040	Purchase of Office Equipment	\$500.00
FROM: #0101-0002-03-433010	Telephone	\$260.00
TO: #0101-0002-02-421080	Computer Supplies	\$260.00
FROM: #0101-0002-03-434010	Printing	\$1,200.00
TO: #0101-0002-04-444030	Purchase of Comp Equipment	\$1,200.00

FROM: #0101-0002-03-433020 Postage \$1,100.00

TO: #0101-0002-04-444030 Purchase of Comp Equipment \$1,100.00

**TOTAL \$6,175.00**

Introduced by: Cheryl Loudermilk Cheryl Loudermilk, Councilman

Passed in open Council this 12 day of December, 2024.

Tammy Boland Tammy Boland, President

ATTEST: Michelle L. Edwards Michelle L. Edwards, City Clerk

Presented by me to the Mayor this 12 day of December, 2024  
at 8:10pm o'clock.

Michelle L. Edwards Michelle L. Edwards, City Clerk

Approved by me, the Mayor, this 12 day of December, 2024.

Brandon C. Sakbun Brandon C. Sakbun, Mayor

ATTEST: Michelle L. Edwards Michelle L. Edwards, City Clerk

# REQUEST FOR TRANSFER OF BUDGETED FUNDS

(For Approval by Mayor, Controller, and City Council)

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

DEPARTMENT or FUND: City Clerk General Fund 0101-0002

DATE: 11/20/2024

	<u>Account #</u>	<u>Account Name:</u>	<u>Amount:</u>
FROM:	<u>03-434010</u>	<u>Printing</u>	<u>\$ 500.00</u>
TO:	<u>04-444040</u>	<u>Purchase of Office Equip.</u>	<u>\$ 500.00</u>

FROM:	_____	_____	_____
TO:	_____	_____	_____

FROM:	_____	_____	_____
TO:	_____	_____	_____

FROM:	_____	_____	_____
TO:	_____	_____	_____

Total Amount to be Transferred: \$6,175.00

Department Head Approval:  
(Forward to Mayor)

Michelle Edwards  
Signature

Date: 11-20-2024

Mayoral Approval:  
(Forward to Controller)

[Signature]  
Signature

Date: 11/25/24

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

[Signature]  
Signature

Date: 11/20/24

11-20-24

# 34

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.

Revised November 2021

# REQUEST FOR TRANSFER OF BUDGETED FUNDS

(For Approval by Mayor, Controller, and City Council)

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

DEPARTMENT or FUND: City Clerk General Fund 0101-0002

DATE: 11/20/2024

	<u>Account #</u>	<u>Account Name:</u>	<u>Amount:</u>
FROM:	<u>01-412007</u>	<u>Clerical Assistant</u>	<u>\$1,000.00</u>
TO:	<u>02-421010</u>	<u>Office Supplies</u>	<u>\$1,000.00</u>
FROM:	<u>01-412105</u>	<u>Part Time Employees</u>	<u>\$ 650.00</u>
TO:	<u>02-421010</u>	<u>Office Supplies</u>	<u>\$ 650.00</u>
FROM:	<u>03-432020</u>	<u>Instruction</u>	<u>\$ 100.00</u>
TO:	<u>02-421080</u>	<u>Computer Supplies</u>	<u>\$ 100.00</u>
FROM:	<u>03-433010</u>	<u>Telephone</u>	<u>\$ 1,000.00</u>
TO:	<u>02-421010</u>	<u>Office Supplies</u>	<u>\$ 1,000.00</u>

Total Amount to be Transferred: CONTD

Department Head Approval:  
(Forward to Mayor)

Michelle Edwards Date: 11-20-2024  
Signature

Mayoral Approval:  
(Forward to Controller)

[Signature] Date: 11/25/24  
Signature

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

[Signature] Date: 11/20/24  
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.

Revised November 2021



# REQUEST FOR TRANSFER OF BUDGETED FUNDS

(For Approval by Mayor, Controller, and City Council)

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

DEPARTMENT or FUND: City Clerk General Fund 0101-0002

DATE: 11/20/2024

	<u>Account #</u>	<u>Account Name:</u>	<u>Amount:</u>
FROM:	<u>03-433010</u>	<u>Telephone</u>	<u>\$ 260.00</u>
TO:	<u>02-421080</u>	<u>Computer Supplies</u>	<u>\$ 260.00</u>
FROM:	<u>03-433020</u>	<u>Postage</u>	<u>\$ 1,100.00</u>
TO:	<u>04-444030</u>	<u>Purchase of Computer Equip.</u>	<u>\$ 1,100.00</u>
FROM:	<u>03-433030</u>	<u>Travel</u>	<u>\$ 365.00</u>
TO:	<u>04-444040</u>	<u>Purchase of Office Equip.</u>	<u>\$ 365.00</u>
FROM:	<u>03-434010</u>	<u>Printing</u>	<u>\$ 1,200.00</u>
TO:	<u>04-444030</u>	<u>Purchase of Computer Equip.</u>	<u>\$ 1,200.00</u>

Total Amount to be Transferred: CONT'D

Department Head Approval:  
(Forward to Mayor)

Michelle Robinson  
Signature

Date: 11-20-2024

Mayoral Approval:  
(Forward to Controller)

RED  
Signature

Date 11/25/24

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

Janina Inoue  
Signature

Date 11/20/24

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.

Revised November 2021