

FILED

OCT 18 2024

RESOLUTION 26, 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 Human Relations Commission (0101-0015) 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: #0101-0015-03-432010	Services Contractual	\$1,000.00
TO: #0101-0015-04-444010	Purchase of Equipment	\$1,000.00
FROM: #0101-0015-03-432020	Instruction	\$800.00
TO: #0101-0015-02-421010	Office Supplies	\$800.00
TOTAL		\$1,800.00

Introduced by: _____ Cheryl Loudermilk, Councilman

Passed in open Council this _____ day of _____, 2024.

_____ Tammy Boland, President

ATTEST: _____ Michelle L. Edwards, City Clerk

Presented by me to the Mayor this _____ day of _____, 2024 at _____ o'clock.

_____ Michelle L. Edwards, City Clerk

Approved by me, the Mayor, this _____ day of _____, 2024.

_____ Brandon C. Sakbun, Mayor

ATTEST: _____ 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: Human Relations Commission

DATE: 10/11/24

	<u>Account #</u>	<u>Account Name:</u>	<u>Amount:</u>
FROM:	<u>0101-0015-03-432010</u>	<u>Services Contractual</u>	<u>\$ 1000</u>
TO:	<u>0101-0015-04-444010</u>	<u>Purchase of Equipment</u>	<u>\$ 1000</u>

FROM:	<u>0101-0015-03-432020</u>	<u>Instruction</u>	<u>\$ 800</u>
TO:	<u>0101-0015-02-421010</u>	<u>Office Supplies</u>	<u>\$ 800</u>

FROM: _____

TO: _____

FROM: _____

TO: _____

Total Amount to be Transferred: \$ 1800

Department Head Approval:
(Forward to Mayor)

A-7-TJ
Signature

Date: 10-11-24

Mayoral Approval:
(Forward to Controller)

[Signature]
Signature

Date 10-11-24

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

[Signature]
Signature

Date 10/17/24

Received by City Legal:

10-17-24

Resolution # 26

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.

To: Members of the Terre Haute City Council

From: Anne-Therese Ryan, Human Relations Commission Director

Date: October 18, 2024

Re: Human Relations Commission – Request for Transfer of Budgeted Funds

The Terre Haute Human Relations Commission is requesting approval for the transfer of \$1,000.00 from Services Contractual to Purchase of Equipment and \$800.00 from Instruction to Office Supplies. The Commission will use the \$1000.00 in Purchase of Equipment to buy technology, including a TV, stand, and camera, to better host meetings and virtual guests. The Commission will use the \$800.00 in Office Supplies to purchase replacement toner for our small office printer.