

FILED

FEB 09 2011

CITY CLERK

RESOLUTION NO. 2, 2011

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

WHEREAS, There are insufficient funds in a certain account of the Police Department budget to meet current and anticipated expenditures within said Department, and,

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

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

FROM: #412.201 Secretary Level II	\$11,000.00	TO: #412.200 Clerk/Typist Level I	\$11,000.00
Total	\$11,000.00		\$11,000.00

Introduced by: _____ George Azar, Councilman

Passed in open Council this _____ day of _____, 2011.

_____ John Mullican, President

ATTEST: _____ Charles P. Hanley, City Clerk

Presented by me to the Mayor this _____ day of _____, 2011.

_____ Charles P. Hanley, City Clerk

Approved by me, the Mayor, this _____ day of _____, 2011.

_____ Duke A. Bennett, Mayor

ATTEST: _____ Charles P. Hanley, 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: T.H. Police (0017)

DATE: 1-27-11

	<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>
FROM:	<u>412.201</u>	<u>Secretary Level II</u>	<u>\$ 11,000.⁰⁰</u>
TO:	<u>412.200</u>	<u>Clerk/Typist Level I</u>	<u>\$ 11,000.⁰⁰</u>
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____

Total Amount to Be Transferred \$ 11,000.⁰⁰

Department Head Approval: [Signature] Date: 1-27-11
(Forward to Mayor) Signature

Mayoral Approval: [Signature] Date: 1-31-11
(Forward to Controller) Signature

Controller Approval: [Signature] Date: 1/31/11
(Forward to the Legal Department)


Received by Legal: 2/03/11 Resolution # 2
Date

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

MEMO

DATE January 27, 2011
TO Mayor Bennett and Controller
FROM Terre Haute Police Dept.
RE Transfer request of budgeted funds

This request is for Police Department transfers between salary lines. Transfer from Secretary Level II (Chief's Secretary-currently vacant) \$11,000.00 to Clerk/Typist Level I to cover part-time employee in Records. There is no new money being appropriated.



Chief John Plasse