

FILED

DEC 20 2011

CITY CLERK

RESOLUTION NO. 51, 2011

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

WHEREAS, There are insufficient funds in certain accounts of the Legal Department #0101-0014 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 transfers be made in the Accounts heretofore appropriated for the use of said Department:

| | |
|---------------------------------------|---------------------------------------|
| FROM: #03-439.200 | TO: #01-412.010 |
| Settlement Payments \$1,213.00 | Department Head \$1,213.00 |
| FROM: #03-439.200 | TO: #01-412.012 |
| Settlement Payments \$ 666.00 | Admin. Assist. \$ 666.00 |
| FROM: #03-439.200 | TO: #01-412.017 |
| Settlement Payments \$ 637.00 | Benefits Admin. \$ 637.00 |
| FROM: #03-439.200 | TO: #01-412.016 |
| Settlement Payments \$1,850.00 | Paralegal \$1,850.00 |
| FROM: #03-439.200 | TO: #01-412.178 |
| Settlement Payments <u>\$1,014.00</u> | Human Resource Dir. <u>\$1,014.00</u> |


Total \$5,380.00

Total \$5,380.00

Introduced by:  George Azar, Councilman

Passed in open Council this 28th day of December, 2011.

 John Mullican, President

ATTEST:  Charles P. Hanley, City Clerk

Presented by me to the Mayor this 29th day of December, 2011.

 Charles P. Hanley, City Clerk

Approved by me, the Mayor, this 29th day of DECEMBER, 2011.

Duke A. Bennett Duke A. Bennett, Mayor

ATTEST: Charles P. Hanley 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: Legal (0101-0014)

DATE: 12/16/11

| | <u>Account #</u> | <u>Account Name</u> | <u>Amount</u> |
|-------|-------------------|----------------------------|--------------------|
| FROM: | <u>03-439.200</u> | <u>Settlement Payments</u> | <u>\$ 5,380.00</u> |
| TO: | <u>01-412.010</u> | <u>Department Head</u> | <u>\$ 1,213.00</u> |
| TO: | <u>01-412.012</u> | <u>Admin. Ass't.</u> | <u>\$ 666.00</u> |
| TO: | <u>01-412.017</u> | <u>Benefits Admin.</u> | <u>\$ 637.00</u> |
| TO: | <u>01-412.016</u> | <u>Paralegal</u> | <u>\$ 1,850.00</u> |
| TO: | <u>01-412.178</u> | <u>Human Res. Dir.</u> | <u>\$ 1,014.00</u> |
| FROM: | _____ | _____ | \$ _____ |
| TO: | _____ | _____ | \$ _____ |

Total Amount to Be Transferred \$ 5,380.00

Department Head Approval:
(Forward to Mayor)

Signature

Date: 12/16/11

Mayoral Approval:
(Forward to Controller)

Signature

Date: 12-19-11

Controller Approval:
(Forward to the Legal Department)

Signature

Date: 12/16/11

Received by Legal:

Date

Resolution # 51

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

To: Mayor Bennett
From: Leslie Ellis
CC: Chou-Il Lee
Date: 12/16/2011
Re: Legal Department

This Resolution is to adjust all salary line items to actual at year end. Included in this Resolution is the 2.1% pay increase approved in the Salary Ordinance.

Please contact me if you have any questions or would like additional information.

Sincerely,

Leslie Ellis