

FILED

NOV 07 2013

RESOLUTION NO. 41, 2013

CITY CLERK

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

WHEREAS, There are insufficient funds in certain accounts of the Cemetery budget #0205-0021 to meet current and anticipated expenditures within said Department, and,

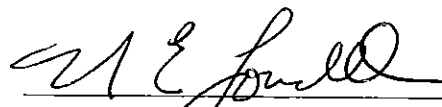
WHEREAS, There are surplus funds in other accounts of the same budget, said Accounts being within the appropriation heretofore made for the use of said Department.

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

FROM: #03-432.010		TO: #01-413.030	
Services Contractual	\$ 6,500.00	Employer Group Health	\$ 5,100.00
		TO: #04-444.010	
		Purchase of Equipment	\$ 1,400.00
FROM: #01-412.104		TO: #01-413.030	
Summer Hourly	\$20,000.00	Employer Group Health	\$20,000.00
FROM: #01-412.129		TO: #01-412.010	
Overtime	\$ 8,000.00	Department Head	\$ 500.00
		TO: #01-412.019	
		Clerk	\$ 570.00
		TO: #01-412.103	
		Regular Hrly. Employees	\$ 2,100.00
		TO: #01-412.170	
		Assistant Clerk	\$ 430.00
		TO: #01-413.030	
		Employer Group Health	\$ 4,400.00
Total	\$34,500.00		\$34,500.00

Introduced by:  Neil Garrison, Councilman

Passed in open Council this 14th day of November, 2013.

 Norm Loudermilk, President

ATTEST:  Charles P. Hanley, City Clerk

Presented by me to the Mayor this 15th day of November, 2013.

Charles P. Hanley Charles P. Hanley, City Clerk

Approved by me, the Mayor, this 15th day of November, 2013.

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:

Cemetery (0205-0021)

DATE:

11-4-13

	<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>
FROM:	03-432.010	Services Contractual	\$ 1400.00
TO:	04-444.010	Purchase of Equipment	\$ 1400.00
FROM:	01-412.129	Overtime	\$ 8000.00
TO:	01-412.010	Dept. Head	\$ 500.00
TO:	01-412.019	Clerk	\$ 570.00
TO:	01-412.103	Regular Hdy Employees	\$ 2,100.00
TO:	01-412.170	ASSISTANT Clerk	\$ 430.00
TO:	01-413.030	Employer Group Health	\$ 4,400.00

Total Amount to Be Transferred \$34,500.00

Department Head Approval:
(Forward to Mayor)

Signature

Date:

11-4-13

Mayoral Approval:
(Forward to Controller)

Signature

Date:

11-4-13

Controller Approval:
(Forward to the Legal Department)

Signature

Date:

11/5/13

RECEIVED

Received by Legal:

Date

11/4/13

Resolution #

41

CITY LEGAL

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.

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: Cemetery

DATE: 11-4-13

	<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>
FROM:	<u>03-432.010</u>	<u>Services Contr.</u>	<u>\$ 5,000.00</u>
TO:	<u>01-413.030</u>	<u>Empl. Group Health</u>	<u>\$ 5,000.00</u>
FROM:	<u>01-412.104</u>	<u>Summer Hourly</u>	<u>\$ 20,000.00</u>
TO:	<u>01-413.030</u>	<u>Empl. Group Health</u>	<u>\$ 20,000.00</u>
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____

Total Amount to Be Transferred \$ _____

Department Head Approval: _____ Date: _____
(Forward to Mayor) Signature

Mayoral Approval: _____ Date: _____
(Forward to Controller) Signature

Controller Approval: _____ Date: _____
(Forward to the Legal Department)

Received by Legal: _____ Resolution # _____
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.

Memorandum

To: Mayor Bennett, City Council

From: Lennie Snyder 

Date: 11-4-13

Re: Budget transfer

The Cemetery budget did not have a purchase of equipment line item, and I had to replace some string line trimmers this summer.

Memo

To: Mayor Bennett
From: Leslie Ellis
CC: Lennie Snyder
Date: 11/5/2013
Re: Cemetery Department Transfers

These transfers are needed to adjust the employer portion of the health insurance and salaries that were budgeted before the 2013 raise was given.

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

Sincerely,

Leslie Ellis