

RESOLUTION NO. 32, 2013

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 Engineering #0101-0010 budget 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: #02-421.010 Office Supplies	\$ 500.00
FROM: #03-437.010 Equipment Rep & Main	\$1,403.70
FROM: #03-439.185 Subscriptions & Dues	\$ 904.45
FROM: #04-444.010 Purchase of Equipment	\$3,015.46
FROM: #03-434.010 Printing	\$ 600.00
FROM: #03-432.010 Service Contractual	\$ 400.00
FROM: #03-432.020 Instruction	\$ 36.00
FROM: #03-433.030 Travel	\$ 831.88
FROM: #03-434.030 Publication of Legals	\$ 250.00

**Total** **\$7,941.49**

TO: #01-413.030 Group Health \$7,941.49

**Total** **\$7,941.49**

Introduced by: Todd Nation Todd Nation, Councilman

Passed in open Council this 14<sup>th</sup> day of November, 2013.

Norm Loudermilk Norm Loudermilk, President

ATTEST: Charles P. Hanley Charles P. Hanley, City Clerk

Presented by me to the Mayor this 15<sup>th</sup> day of November, 2013.

Charles P. Hanley Charles P. Hanley, City Clerk

Approved by me, the Mayor, this 15<sup>th</sup> 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: Engineering 0101-0010

DATE: 10-18-13

	<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>
FROM:	<u>02-421.010</u>	<u>Office Supplies</u>	<u>\$ 500.00</u> ✓
TO:	<u>01-413.030</u>	<u>Group Health</u>	<u>\$ 500.00</u> ✓
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____

Total Amount to Be Transferred \$ 500.00

Department Head Approval: Carol Eric Date: 10/13/13  
(Forward to Mayor) Signature

Mayoral Approval: Duke A. Jones Date: 10-21-13  
(Forward to Controller) Signature

Controller Approval: Leslie A. Ellis Date: 10/22/13  
(Forward to the Legal Department)

Received by Legal: \_\_\_\_\_ Resolution # 32  
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.

# **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: Engineering 0101-0010

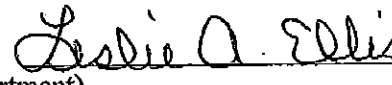
DATE: 10-18-13

	<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>
FROM:	<u>03-437.010</u>	<u>Equipment Rep+Main.</u>	<u>\$ 1403.70</u> ✓
TO:	<u>01-413.030</u>	<u>Group Health</u>	<u>\$ 1403.70</u>
FROM:	<u>03-439.185</u>	<u>Subscriptions + Dues</u>	<u>\$ 904.45</u> ✓
TO:	<u>01-413.030</u>	<u>Group Health</u>	<u>\$ 904.45</u>
FROM:	<u>04-444.010</u>	<u>Purchase of Equip.</u>	<u>\$ 3015.46</u> ✓
TO:	<u>01-413.030</u>	<u>Group Health</u>	<u>\$ 3015.46</u>
FROM:	<u>03-434.010</u>	<u>Printing</u>	<u>\$ 600.00</u> ✓
TO:	<u>01-413.030</u>	<u>Group Health</u>	<u>\$ 600.00</u>

Total Amount to Be Transferred \$ 5,928.61

Department Head Approval:  Date: 10/18/13  
(Forward to Mayor) Signature

Mayoral Approval:  Date: 10-21-13  
(Forward to Controller) Signature

Controller Approval:  Date: 10/22/13  
(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.

# **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: Engineering 0101-0010

DATE: 10-18-13

	<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>
FROM:	<u>03-432.010</u>	<u>Svc Contractual</u>	<u>\$ 400.00</u> ✓
TO:	<u>01-413.030</u>	<u>Group Health</u>	<u>\$ 400.00</u>
FROM:	<u>03-432.020</u>	<u>Instruction</u>	<u>\$ 36.00</u> ✓
TO:	<u>01-413.030</u>	<u>Group Health</u>	<u>\$ 36.00</u>
FROM:	<u>03-433.030</u>	<u>Travel</u>	<u>\$ 831.88</u> ✓
TO:	<u>01-413.030</u>	<u>Group Health</u>	<u>\$ 831.88</u>
FROM:	<u>03-434.030</u>	<u>Publication of Legals</u>	<u>\$ 250.00</u> ✓
TO:	<u>01-413.030</u>	<u>Group Health</u>	<u>\$ 250.00</u>

Total Amount to Be Transferred \$ 1,517.88

Department Head Approval: Chuck E. Date: 10/18/13  
(Forward to Mayor) Signature

Mayoral Approval: Mike A. Jones Date: 10-21-13  
(Forward to Controller) Signature

Controller Approval: Leslie A. Ellis Date: 10/22/13  
(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.

DEPARTMENT  
OF  
ENGINEERING

# Memo

**To:** Mayor Bennett

**From:** Sally Roetker – Project Coordinator, Engineering

**CC:** Leslie Ellis - City Controller  
Jackie Loeb - Assistant City Controller  
Chuck Ennis – City Engineer

**Date:** October 18, 2013

**Re:** Request for Transfer of Budgeted Funds between  
classifications

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The Department of Engineering is requesting a transfer of budgeted funds within the Engineering and Engineering Non-Reverting Funds from various accounts to make up for shortages in Group Health, Gasoline, Vehicle Repair, Office Supplies, Postage, Subscriptions and Travel.

Please see the attached Requests for Transfer.

If you have any questions please contact me.

Thank you.

RECEIVED  
OCT 23 2013  
CITY LEGAL