

FILED

OCT 31 2013

CITY CLERK

RESOLUTION NO. 33, 2013

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

WHEREAS, There are insufficient funds in certain accounts of the Engineering Non-Reverting #0292-0042 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: #01-412.237 Seasonal Inspector \$17,500.00

**Total \$17,500.00**

TO: #03-439.185 Subscriptions & Dues \$ 500.00  
TO: #03-433.030 Travel \$ 700.00  
TO: #02-421.010 Office Supplies \$ 1,000.00  
TO: #02-422.010 Gasoline \$ 9,000.00  
TO: #03-433.020 Postage \$ 1,300.00  
TO: #03-437.030 Vehicle Main & Rep \$ 5,000.00

**Total \$17,500.00**

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)

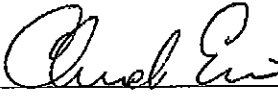
This form is to be used when the requested transfer is between two major classifications.


DEPARTMENT or FUND: Engineering Non-Reverting 0292-0042

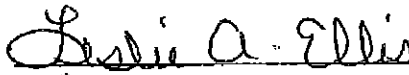
DATE: 10-18-13

	<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>
FROM:	<u>01-412.237</u>	<u>Seasonal Inspector</u>	<u>\$ 500.00</u> ✓
TO:	<u>03-439.185</u>	<u>Subscriptions + Dues</u>	<u>\$ 500.00</u> ✓
FROM:	<u>01-412.237</u>	<u>Seasonal Inspector</u>	<u>\$ 700.00</u> ✓
TO:	<u>03-433.030</u>	<u>Travel</u>	<u>\$ 700.00</u> ✓
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____

Total Amount to Be Transferred \$ 1,200.00

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 # 33  
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 Non-Reverting 0292-0042

DATE: 10-18-13

	<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>	
FROM:	<u>01-412.237</u>	<u>Seasonal Inspector</u>	<u>\$ 1,000.00</u>	✓
TO:	<u>02-421.010</u>	<u>Office Supplies</u>	<u>\$ 1,000.00</u>	✓
FROM:	<u>01-412.237</u>	<u>Seasonal Inspector</u>	<u>\$ 9,000.00</u>	✓
TO:	<u>02-422.010</u>	<u>Gasoline</u>	<u>\$ 9,000.00</u>	✓
FROM:	<u>01-412.237</u>	<u>Seasonal Inspector</u>	<u>\$ 1,300.00</u>	✓
TO:	<u>03-433.020</u>	<u>Postage</u>	<u>\$ 1,300.00</u>	✓
FROM:	<u>01-412.237</u>	<u>Seasonal Inspector</u>	<u>\$ 5,000.00</u>	✓
TO:	<u>03-437.030</u>	<u>Vehicle Main + Rep</u>	<u>\$ 5,000.00</u>	✓

Total Amount to Be Transferred \$ 16,300.00

Department Head Approval:  
(Forward to Mayor)

Chris E.  
Signature

Date: 10/18/13

Mayoral Approval:  
(Forward to Controller)

De A. Jones  
Signature

Date: 10-21-13

Controller Approval:  
(Forward to the Legal Department)

Leslie A. Ellis

Date: 10/22/13

Received by Legal:

Date

Resolution #

**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