

FILED

JUL 18 2016

RESOLUTION NO. 8, 2016

CITY CLERK

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 City Legal budget to 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 RESOLVE: That the following transfer be made in the Accounts heretofore appropriated for the use of said Department:

FROM: Admin. Assistant		TO: Human Resources/Legal Administrator
#01-412.012	\$23,781.42	#01-412.095
		\$23,781.42
Total:	\$23,781.42	\$23,781.42

Introduced by: [Signature] Karrum Nasser, Councilman

Passed in open Council this 11th day of August, 2016.

[Signature] Todd Nation, President

ATTEST: [Signature] Charles P. Hanley, City Clerk

Presented by me to the Mayor this 12th day of August, 2016.

[Signature] Charles P. Hanley, City Clerk

Approved by me, the Mayor, this 12th day of AUGUST, 2016.

[Signature] Duke A. Bennett, Mayor

ATTEST: [Signature] Charles P. Hanley, City Clerk

REQUEST FOR TRANSFER OF BUDGETED FUNDS

(For Approval by Mayor and Controller; No Council Action Needed)

This form is to be used when the requested transfer is between two line items in the same major classification.

DEPARTMENT or FUND Legal Dept. DATE 7/18/16

AUTHORIZED SIGNATURE _____

	<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>
FROM:	<u>0101-0014-01-412.012</u>	<u>Administrative Asst.</u>	<u>\$ 23,781.42</u>
TO:	<u>0101-0014-01-412.095</u>	<u>Human Resources/Legal Administrator</u>	<u>\$ 23,781.42</u>
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____
Total Amount to Be Transferred			<u>\$ 23,781.42</u>

Department Head Approval: Warrell E. Jelling II /mjw Date: 7-18-16
(Forward to Mayor) Signature

Mayoral Approval: [Signature] Date: 7-18-16
(Forward to Controller) Signature

Controller Approval: [Signature] Date: 7/18/16
Signature

Forward copy of approval to Department Head

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
Leslie Ellis, Controller
Council members

FROM: Eddie Felling, City Attorney

DATE: May 9, 2016

RE: *Resolution No. 8, 2016*

The transfer of monies from the Administrative Assistant salary line into the Human Resources / Legal Administrator is necessary to facilitate the removal of the Administrative Assistant position and creation of the Human Resources / Legal Administrator position.

mjm