

DEC 10 2024

CITY CLERK

RESOLUTION 42, 2024

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

WHEREAS, There are insufficient funds in a certain account(s) of the **General Fund of City Clerk** 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: #0101-0002-01-412015	Part Time Employees	\$240.00
TO: #0101-0002-03-439185	Subscription and Dues	\$240.00
FROM: #0101-0002-03-439178	Printing	\$435.00
TO: #0101-0002-02-422005	Subscription and Dues	\$435.00
FROM: #0101-0002-03-432050	Maintenance Contracts	\$245.00
TO: #0101-0002-02-421010	Office Supplies	\$245.00
FROM: #0101-0002-03-432050	Maintenance Contracts	\$930.00
TO: #0101-0002-04-444040	Purchase of Office Equipment	\$930.00
FROM: #0101-0002-03-433010	Telephone	\$300.00
TO: #0101-0002-04-444040	Purchase of Office Equipment	\$300.00
FROM: #0101-0002-03-433010	Telephone	\$65.00
TO: #0101-0002-02-421010	Office Supplies	\$65.00
TOTAL		\$2,215.00

Introduced by: Cheryl Loudermilk Cheryl Loudermilk, Councilman

Passed in open Council this 12 day of December, 2024.

Tammy Boland Tammy Boland, President

ATTEST: Michelle L. Edwards Michelle L. Edwards, City Clerk

Presented by me to the Mayor this 12 day of December, 2024
at 8:10pm o'clock.

Michelle L. Edwards Michelle L. Edwards, City Clerk

Approved by me, the Mayor, this 12 day of December, 2024.

BS Brandon C. Sakbun, Mayor

ATTEST: Michelle L. Edwards Michelle L. Edwards, 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: City Clerk #0101-0002

DATE: _____

	<u>Account #</u>	<u>Account Name:</u>	<u>Amount:</u>
FROM:	<u>03-432050</u>	<u>Maintenance Contracts</u>	<u>\$245.00</u>
TO:	<u>01-421010</u>	<u>Office Supplies</u>	<u>\$245.00</u>
FROM:	<u>03-432050</u>	<u>Maintenance Contracts</u>	<u>\$930.00</u>
TO:	<u>04-444040</u>	<u>Purchase of Office Equipment</u>	<u>\$930.00</u>
FROM:	<u>03-433010</u>	<u>Telephone</u>	<u>\$300.00</u>
TO:	<u>04-444040</u>	<u>Purchase of Office Equipment</u>	<u>\$300.00</u>
FROM:	<u>03-433010</u>	<u>Telephone</u>	<u>\$65.00</u>
TO:	<u>01-421010</u>	<u>Office Supplies</u>	<u>\$65.00</u>

Total Amount to be Transferred: continued

Department Head Approval:
(Forward to Mayor)

Michelle L. Edwards
Signature

Date: 12-4-2024

Mayoral Approval:
(Forward to Controller)

BA
Signature

Date 12/9/2024

Controller Approval:
(Forward copy of approval to Department Head)

Josue Mome
Signature

Date 12/9/24

DEPARTMENT HEAD: Please attach a memorandum briefly detailing the need for this resolution. Such information should include specific services or products you intend to purchase and the reason you have surplus funds in the specified accounts.

Revised November 2021

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: _____

DATE: _____

	<u>Account #</u>	<u>Account Name:</u>	<u>Amount:</u>
FROM:	<u>01-412105</u>	<u>Part Time Employees</u>	<u>\$240.00</u>
TO:	<u>03-439185</u>	<u>Subscriptions and Dues</u>	<u>\$240.00</u>
FROM:	<u>03-434010</u>	<u>Printing</u>	<u>\$435.00</u>
TO:	<u>03-439185</u>	<u>Subscriptions and Dues</u>	<u>\$435.00</u>
FROM:	_____	_____	_____
TO:	_____	_____	_____
FROM:	_____	_____	_____
TO:	_____	_____	_____

Total Amount to be Transferred: \$2215.00

Department Head Approval:
(Forward to Mayor)

Signature

Date: 12-4-2024

Mayoral Approval:
(Forward to Controller)

Signature

Date: 12/9/2024

Controller Approval:
(Forward copy of approval to Department Head)

Signature

Date: 12/9/24

DEPARTMENT HEAD: Please attach a memorandum briefly detailing the need for this resolution. Such information should include specific services or products you intend to purchase and the reason you have surplus funds in the specified accounts.

Revised November 2021