

FILED

APR 15 2024

APPROPRIATION NO. 19, 2024

CITY CLERK

AN ORDINANCE TO APPROPRIATE AN ADDITIONAL SUM OF MONEY FOR EXPENSES INCURRED DURING THE YEAR 2024.

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget; now, therefore:

BE IT ORDAINED by the Common Council of the City of Terre Haute, Vigo County, Indiana, that for the expenses of said municipal corporation the following additional sum of money is hereby appropriated and ordered set apart out of the fund herein named and for the purposes herein specified, subject to the laws governing the same:

		<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
FROM:	Admin Assistant (Mayor) #0101-0001-01-412012	\$5,000.00	\$5,000.00
TO:	Interns (Engineering) #0101-0010-01-412177	\$5,000.00	\$5,000.00
	TOTAL	\$5,000.00	\$5,000.00

Introduced by: _____ Cheryl Loudermilk, Councilperson

Passed in open Council this _____ day of _____, 2024.

_____ Tammy Boland, President

ATTEST: _____ Michelle L. Edwards, City Clerk

Presented by me to the Mayor this _____ day of _____, 2024

at _____ o'clock.

_____ Michelle L. Edwards, City Clerk

Approved by me, the Mayor, this _____ day of _____, 2024.

_____ Brandon C. Sakbun, Mayor

ATTEST: _____ 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: Mayor

DATE: 4/10/2024

	<u>Account #</u>	<u>Account Name:</u>	<u>Amount:</u>
FROM:	<u>0101-0001-01-412012</u>	<u>Administrative Assistant</u>	<u>5,000.00</u>
TO:	<u>0101-0010-01-412177</u>	<u>Interns</u>	<u>5,000.00</u>

FROM: _____

TO: _____

FROM: _____

TO: _____

FROM: _____

TO: _____

Total Amount to be Transferred: 5,000.00

Department Head Approval:
(Forward to Mayor)

Signature _____

Date: _____

Mayoral Approval:
(Forward to Controller)

Signature _____

Date 4/12/24

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

Signature _____

Date 4/11/24

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.



City of Terre Haute

City Hall, 17 Harding Avenue, Terre Haute, Indiana 47807

MEMORANDUM

TO: City Council

FROM: Eve Friedman-Dekro, Administrator, Citizen Engagement & Communication

DATE: April 12, 2024

RE: *Request for Transfer of Budgeted Funds*

I am writing to inform you that I am requesting a transfer of budgeted funds from the Mayor 'Administrative Assistant' account to the 'Interns' budget account in the Engineering Department in the amount of 5,000.00. This 5,000.00 will allow us to pay for a summer 2024 Engineering Department intern who will assist the department with projects and tasks for an 11 week program.