

FILED

NOV 20 2012

CITY CLERK

RESOLUTION NO. 36, 2012

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 Controller budget to meet current and anticipated expenditures within said Department, and,

WHEREAS, There are surplus funds in another account of the same budget, said Account being within the appropriation heretofore made for the use of said Department.

BE IT THEREFORE RESOLVED: That the following transfer be made in the Account heretofore appropriated for the use of said Department:

FROM: #01-412.163	TO: #01-412.014
Financial Analyst \$6,400.00	Payroll Manager \$6,400.00
Total \$6,400.00	\$6,400.00

Introduced by:  John Mullican, Councilman

Passed in open Council this 13th day of December, 2012.

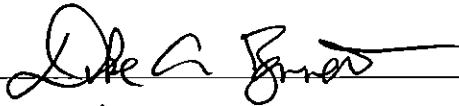
 Don Morris, President

ATTEST:  Charles P. Hanley, City Clerk

Presented by me to the Mayor this 14th day of December, 2012.

 Charles P. Hanley, City Clerk

Approved by me, the Mayor, this 14th day of DECEMBER, 2012.

 Duke A. Bennett, Mayor

ATTEST:  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: Controller (0101-0005)

DATE: 11/5/12

	<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>
FROM:	<u>01-412.163</u>	<u>Financial Analyst</u>	<u>\$ 6400 -</u>
TO:	<u>01-412.014</u>	<u>Payroll Manager</u>	<u>\$ 6400 -</u>
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____

Total Amount to Be Transferred \$ _____

Department Head Approval: _____ Date: _____
(Forward to Mayor) Signature

Mayoral Approval: _____ Date: 11-8-12
(Forward to Controller) Signature

Controller Approval: _____ Date: 11/5/12
(Forward to the Legal Department) Signature

Received by Legal: _____ Resolution # 36
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.

NOV 08 2012

CITY LEGAL
Revised July 2010

Memo

To: Members of the City Council
From: Leslie Ellis, City Controller
CC: Duke Bennett, Mayor
Date: 11/8/2012
Re: Controller Transfer

This transfer is to move funds from the Financial Analyst position to the Payroll Manager position. An employee who is a Financial Analyst was moved temporarily into the Payroll Manager position to process payroll until a new Payroll Manager was hired and trained. There is no new money involved, only transferring money to cover the correct positions.

Please feel free to contact me with any questions.

Sincerely,

Leslie Ellis
City Controller
812-244-2359
Leslie.Ellis@terrehaute.in.gov