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2022 OCT -3 P 2:43

CITY OF AMESBURY, MA

**CITY OF AMESBURY
IN THE YEAR TWO THOUSAND TWENTY-TWO**

SPONSORED BY: Kassandra Gove **BILL No. 2022-137**
Kassandra Gove, Mayor

An Order to authorize a transfer of \$5,000 from Department of Public Works Salaries & Wages to Department of Public Works Other Expenses.

Summary: This order requests a budget transfer in the amount of \$5,000 from Department of Public Works Salaries & Wages Training account to Department of Public Works Other Expenses Training account, because this item should be an expense item rather than a payroll item.

Fund Account No.	Fund Name	Transfer To:
100 0422 5320 00	DPW Training	\$5,000.00
	Sub-Total	\$5,000.00
Fund Account No.	Fund Name	Transfer From:
100 0422 5145 00	DPW Training	\$5,000.00
	Sub-Total	\$5,000.00

Be it Ordered by the City Council of the City of Amesbury assembled, and by the authority of the same as follows:

Authorize the transfer of \$5,000 from Department of Public Works Salaries & Wages to Department of Public Works Other Expenses.



ACCOUNT LINE TRANSFER FORM

(One original copy to be submitted to the Administration & Finance Department)

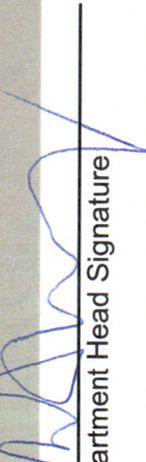
Select One

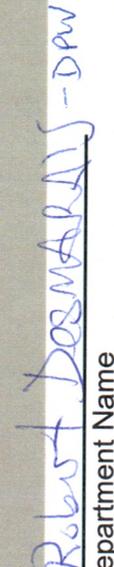
- Departmental Authorization: A Department Head may move funds within their budgeted category of personal services and other expenses for all account lines that reside in that category. All transfers are subject to audit by Finance for availability of funds. **This request requires approval by the Department Head, CFO and Mayor.**
- City Council Authorization: A Department Head may request a transfer between the category of personal services and other expenses for each departmental budget that falls under their **This request requires City Council approval and should be submitted to the Chief of Staff.**

A request is hereby made for the following transfer*:		Date: 7/12/2022
To be transferred to Account Number:	Present balance in said appropriation/account:	Transfer Amount:
100 0422 5320 00 - DPW Training	\$0	\$ 5,000.00
Transfer from Account Number:	Present balance in said appropriation/account:	Transfer Amount:
100 0422 5145 00 - DPW Training	\$5,000.00	\$ 5,000.00
<i>*If you have multiple transfers zero these cells out and see page 2.</i>		(balance should be \$0) Balance \$ -

Reason for deficit and/or request amount will be used for:

Explanation: This money should be an expense item rather than payroll.


 Department Head Signature


 Department Name

Request should be made before any expenditure in excess of appropriation is incurred. Attach any supporting documentation to the request.

ADMINISTRATION & FINANCE PURPOSES ONLY

 Chief Financial Officer (CFO)

 Date of Approval

 Mayor

 Date of Approval