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2022 NOV -7 P 1:27

CITY OF AMESBURY, MA

CITY OF AMESBURY
IN THE YEAR TWO THOUSAND TWENTY-TWO

SPONSORED BY: Kassandra Gove **BILL No. 2022-159**
Kassandra Gove, Mayor

An Order to authorize a transfer of \$1,875.00 from Clerk Salaries & Wages to Clerk Other Expenses.

Summary: This order requests a budget transfer in the amount of \$1,875.00 from Clerk Salaries & Wages Training account to Clerk 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 0161 5320 00	Clerk Training	\$1,875.00
	Sub-Total	\$1,875.00
Fund Account No.	Fund Name	Transfer From:
100 0161 5145 00	Clerk Training	\$1,875.00
	Sub-Total	\$1,875.00

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 \$1,875.00 from Clerk Salaries & Wages to Clerk 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: \$ 1,875.00

100 0161 5320 00 -Clerk Training \$0

Transfer from Account Number: Present balance in said appropriation/account: Transfer Amount: \$ 1,875.00

100 0161 5145 00 -Clerk Training (Salary) \$1,770.00

*If you have multiple transfers zero these cells out and see page 2. (balance should be \$0) Balance \$ -

OK-80

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

Training budget accidentally budgeted to salary training line instead of other expenses training. \$105.00 in expenses already applied to 5145 will be reclassified to 5320.

Amanda Hayes
Department Head Signature

City Clerk
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

Maise Bohsta
Chief Financial Officer (CFO)

10/05/22
Date of Approval

Mayor

Date of Approval