

**REQUEST TO BE MADE AND TRANSFER VOTED BEFORE ANY EXPENDITURE IN EXCESS OF THE APPROPRIATION IS INCURRED**

DATE: 1-23-17

TO THE MILLIS FINANCE COMMITTEE:

REQUEST IS HEREBY MADE FOR THE FOLLOWING TRANSFER FROM THE **RESERVE FUND** (0113252-579000) IN ACCORDANCE WITH CHAPTER 40, SECTION 6 OF THE MASSACHUSETTS GENERAL LAWS:

- 1. AMOUNT REQUESTED: \$ 8909.00
- 2. TO BE TRANSFERRED TO: 0113552-540400 ACCOUNT NUMBER      Finance Director - Supplies & Expenses NAME OF APPROPRIATION
- 3. THE AMOUNT REQUESTED WILL BE USED FOR (GIVE SPECIFIC PURPOSE): Retain services thru Alternatempo for 16 hrs a week to have someone process accounts payable

(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)

- 4. THIS EXPENDITURE IS EXTRAORDINARY AND/OR UNFORESEEN FOR THE FOLLOWING REASONS: Additional responsibilities placed on the Finance Director. I need to pass work onto my assistant who will need the help to process accounts payable. This is thru 6/30/17. 16 hours @ 25.31 x 22 weeks.

(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)

Gallun Rolland DEPARTMENT HEAD/CHAIRPERSON      1/23/17 DATE

**THE FOLLOWING TO BE COMPLETED BY THE TOWN ACCOUNTANT**

PRESENT BALANCE IN SAID LINE ITEM: \$ 2,682.13

TOTAL BALANCE IN BUDGET: \$ 4,551.31

Gallun Rolland TOWN ACCOUNTANT      1/23/17 DATE

**RECOMMENDATION OF THE TOWN ADMINISTRATOR**

RECOMMENDED       NOT RECOMMENDED

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
TOWN ADMINISTRATOR      DATE 01/23/2017

**FINANCE COMMITTEE ACTION**

DATE OF MEETING 1/25/17      NUMBER PRESENT \_\_\_\_\_

AMOUNT APPROVED \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\*\*\*TOWN OF MILLIS\*\*\*  
FY 2017

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FOR 2017 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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0001 GENERAL FUND							
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01 GENERAL GOVERNMENT							
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0113552 FINANCE DIRECTOR/ACCOUNTANT							
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135 ACCOUNTANT							
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0113552 540400 SUPPLIES & EXPENSES	3,000	.00	3,000.00	317.87	.00	2,682.13	10.6%
0113552 540700 DUES & SUBSCRIPTION	260	.00	260.00	205.00	.00	55.00	78.8%
0113552 540710 MEETINGS	1,928	.00	1,928.00	113.82	.00	1,814.18	5.9%
TOTAL FINANCE DIRECTOR/ACCOUNT	5,188	.00	5,188.00	636.69	.00	4,551.31	12.3%
TOTAL GENERAL GOVERNMENT	5,188	.00	5,188.00	636.69	.00	4,551.31	12.3%
TOTAL GENERAL FUND	5,188	.00	5,188.00	636.69	.00	4,551.31	12.3%
TOTAL EXPENSES	5,188	.00	5,188.00	636.69	.00	4,551.31	
GRAND TOTAL	5,188	.00	5,188.00	636.69	.00	4,551.31	12.3%

\*\* END OF REPORT - Generated by Kathy LaPlant \*\*