

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

DATE: 1/18/17

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: \$ 13,953.22
2. TO BE TRANSFERRED TO: 0112952-540400 BUS Supplies & Expenses
ACCOUNT NUMBER NAME OF APPROPRIATION
3. THE AMOUNT REQUESTED WILL BE USED FOR (GIVE SPECIFIC PURPOSE): TOWN ADMINISTRATOR RECRUITMENT SERVICES

(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)

4. THIS EXPENDITURE IS EXTRAORDINARY AND/OR UNFORESEEN FOR THE FOLLOWING REASONS: UNANTICIPATED RESIGNATION OF THE TOWN ADMINISTRATOR

(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)

DEPARTMENT HEAD/CHAIRPERSON _____ DATE 01/18/2017

THE FOLLOWING TO BE COMPLETED BY THE FINANCE DIRECTOR

PRESENT BALANCE IN SAID LINE ITEM: \$ (1202.42)

TOTAL BALANCE IN BUDGET: \$ 26,242.77

[Signature] FINANCE DIRECTOR DATE 1/18/17

RECOMMENDATION OF THE TOWN ADMINISTRATOR

RECOMMENDED NOT RECOMMENDED

COMMENTS: _____

INTERIM
TOWN ADMINISTRATOR [Signature] DATE 1/18/17

FINANCE COMMITTEE ACTION

DATE OF MEETING _____ NUMBER PRESENT _____

AMOUNT APPROVED \$ _____

01/18/2017 12:40
1222klap

TOWN OF MILLIS
FY 2017

P 1
glytdbud

FOR 2017 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

0001 GENERAL FUND							

01 GENERAL GOVERNMENT							

0112952 SELECTMEN/TOWN ADMINISTRATION							

129 TOWN ADMINISTRATOR							

0112952 520300 PHYSICAL EXAMS	1,600	.00	1,600.00	940.00	.00	660.00	58.8%
0112952 520800 MAINTENANCE CONTRAC	10,200	.00	10,200.00	4,563.33	.00	5,636.67	44.7%
0112952 540100 PRINTING	800	.00	800.00	.00	.00	800.00	.0%
0112952 540400 SUPPLIES & EXPENSES	9,000	.00	9,000.00	10,202.42	.00	-1,202.42	113.4%
0112952 540430 TELEPHONE	17,000	.00	17,000.00	5,891.54	.00	11,108.46	34.7%
0112952 540450 POSTAGE	3,500	.00	3,500.00	157.95	.00	3,342.05	4.5%
0112952 540460 COPY MACHINE SUPPLI	1,300	.00	1,300.00	287.59	.00	1,012.41	22.1%
0112952 540500 ADVERTISING	5,000	.00	5,000.00	1,710.29	.00	3,289.71	34.2%
0112952 540700 DUES & SUBSCRIPTION	3,600	.00	3,600.00	3,595.82	.00	4.18	99.9%
0112952 540710 MEETINGS	1,000	.00	1,000.00	191.34	.00	808.66	19.1%
0112952 540800 EQUIPMENT	1,000	.00	1,000.00	212.81	.00	787.19	21.3%
0112952 540900 ADMINISTRATIVE EXPE	1,615	.00	1,615.00	1,869.14	.00	-254.14	115.7%
0112952 570500 AUTO/MILEAGE REIMB	250	.00	250.00	.00	.00	250.00	.0%
TOTAL SELECTMEN/TOWN ADMINISTR	55,865	.00	55,865.00	29,622.23	.00	26,242.77	53.0%
TOTAL GENERAL GOVERNMENT	55,865	.00	55,865.00	29,622.23	.00	26,242.77	53.0%
TOTAL GENERAL FUND	55,865	.00	55,865.00	29,622.23	.00	26,242.77	53.0%
TOTAL EXPENSES	55,865	.00	55,865.00	29,622.23	.00	26,242.77	
GRAND TOTAL	55,865	.00	55,865.00	29,622.23	.00	26,242.77	53.0%

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