



**TOWN OF EDGARTOWN
OFFICE OF
ADVISORY COMMITTEE**

P. O. BOX 5158
EDGARTOWN, MASSACHUSETTS 02539
508-627-6128

TO: ALL TOWN DEPARTMENTS, COMMISSIONS AND COMMITTEES
FROM: FINANCIAL ADVISORY COMMITTEE
SUBJECT: TRANSFER REQUEST FORMS

ATTACHED IS AN UPDATED "REQUEST FOR TRANSFER FROM RESERVE FUND" FORM.

THE NEW FORMS NOW REQUEST AN UPDATED BUDGET CONTROL REPORT AND A REVENUE REPORT (IF APPLICABLE). THESE REPORTS MUST BE ATTACHED TO YOUR REQUEST FORM BEFORE ANY TRANSFER WILL BE CONSIDERED. THE REPORTS ARE AVAILABLE ON MUNIS.

THE FINANCIAL ADVISORY COMMITTEE MEETINGS ARE SCHEDULED FOR THE THIRD WEDNESDAY OF EACH MONTH AT 4 PM. ANY REQUEST SHOULD BE GIVEN TO THE ASSISTANT AT LEAST A WEEK IN ADVANCE OF THE SCHEDULED MEETING OR NO LATER THAN MONDAY MORNING BEFORE THE MEETING. TRANSFER REQUESTS MUST BE ON THE AGENDA. THERE IS A MANDATORY 48 HR POSTING REQUIREMENT.

PLEASE MAKE SURE YOUR REQUEST FORM IS PROPERLY COMPLETED, WITH ALL NECESSARY INFORMATION ATTACHED, OR IT WILL NOT BE PLACED ON THE AGENDA.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE OFFICE AT 508-627-6128 OR BY EMAIL: fincom@edgartown-ma.us.

GAIL AVAKIAN,
ASSISTANT

REQUEST FOR TRANSFER FROM THE RESERVE FUND

(To be Submitted in Triplicate)

(Printed in Black Ink)

RESERVE FUND #0113205-599001

DATE _____

TO: EDGARTOWN FINANCIAL ADVISORY COMMITTEE:

REQUEST IS HEREBY MADE FOR THE FOLLOWING TRANSFER FROM THE RESERVE FUND IN ACCORDANCE WITH CHAPTER 40, SECTION 6 OF THE MASS. GENERAL LAWS:

AMOUNT REQUESTED: \$ _____

TO BE TRANSFERRED TO: (ACCOUNT NAME) _____

ACCOUNT # _____

TOTAL APPROPRIATION AND TRANSFERS FY _____ \$ _____

PRESENT BALANCE IN SAID APPROPRIATION \$ _____

(PLEASE ATTACH AN UPDATED BUDGET CONTROL REPORT TO THIS REQUEST FORM AND A REVENUE REPORT IF APPLICABLE.)

PLEASE EXPLAIN, IN DETAIL, THE REASON (S) FOR THIS REQUEST (BELOW):

SIGNATURE OF DEPARTMENT HEAD

SIGNATURE OF CHAIRMAN OF BOARD,
COMMISSION OR COMMITTEE

SIGNATURE OF PERSONNEL BOARD
(IF WAGE RELATED)

DATE _____

DEPARTMENT HEAD AND CHAIRMAN OF BOARD, COMMISSION OR COMMITTEE SHOULD BOTH ATTEND MEETING.

ACTION OF ADVISORY COMMITTEE

DATE OF MEETING _____

NUMBER PRESENT AND VOTING _____

TRANSFER VOTED IN THE SUM OF \$ _____ TRANSFER DISAPPROVED _____

CHAIRMAN, ADVISORY COMMITTEE

REQUEST MUST BE MADE AND TRANSFER VOTED BEFORE ANY EXPENDITURE IN EXCESS OF APPROPRIATION IS INCURRED