

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

DATE: 5/20/20

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: \$ 12,000
2. TO BE TRANSFERRED TO: Recreation Dept Head Salary
0163051-510200 NAME OF APPROPRIATION
ACCOUNT NUMBER
3. THE AMOUNT REQUESTED WILL BE USED FOR (GIVE SPECIFIC
PURPOSE): Pay refunds and payroll

(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)
4. THIS EXPENDITURE IS EXTRAORDINARY AND/OR UNFORESEEN FOR THE
FOLLOWING REASONS: Due to COVID-19 the Revolving Fund has had to cancel
all programs and has run out of money.

(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)

Kris Fogarty
DEPARTMENT HEAD/CHAIRPERSON

5/20/20
DATE

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THE FOLLOWING TO BE COMPLETED BY THE TOWN ACCOUNTANT

PRESENT BALANCE IN SAID LINE ITEM:

\$ 0

TOTAL BALANCE IN BUDGET:

\$ 0

Lisa A. Moran
TOWN ACCOUNTANT

5/20/2020
DATE

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RECOMMENDATION OF THE TOWN ADMINISTRATOR

☒ RECOMMENDED ☐ NOT RECOMMENDED

COMMENTS:

All Paying programs ceased operation as of March 17th causing a
lack of available revolving funds.

TOWN ADMINISTRATOR William J. Kelly

DATE 5-20-20

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FINANCE COMMITTEE ACTION

DATE OF MEETING _____

NUMBER PRESENT _____

AMOUNT APPROVED \$ _____

