## BOARD OF FINANCE OPERATING TRANSFER FORM

**Fiscal Year** **FY23/24**

*Instructions: Please fill in all blanks and obtain all signatures. Forward two copies to OPM Director by the 20th of the month preceding Finance Board meeting. The OPM Director will transmit forms to Finance Board.*

The **Social Services** Department requests authorization to transfer the sum of **$ 15,000.00** as follows:

| From: CODE NO. | CODE TITLE | | AMOUNT |
|---|---|---|---|
| GF3000036 | Trusted Messenger / Seasonal | | 3,500 |
| GF3000036 | Trusted Messenger/ Seasonal | | 1,000 |
| GF3000036 | Trusted Messenger/ Seasonal | | 10,500 |
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| | | **TOTAL** | **$ 15,000.00** |

| To: CODE NO. | CODE TITLE | | AMOUNT |
|---|---|---|---|
| GF3000036 | Trusted Messenger / Overtime | | 3,500 |
| GF3000036 | Trusted Messenger / Copying & Printing | | 1,000 |
| GF3000036 | Trusted Messenger / Program Supplies | | 10,500 |
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| | | **TOTAL** | **$ 15,000.00** |

| Budget History | From | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Code# | Code# | Code# | Code# | Code# | Code# | Code# | Code# | Code# | Code# |
| | **GF3000036** | **GF3000036** | **GF3000036** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| Expended prev. year | | | | | | | | | | |
| Department request | | | | | | | | | | |
| Amount approved by Mayor | | | | | | | | | | |
| Amt. approved Bd. of Finance | | | | | | | | | | |
| Amt. approved Bd. of Reps. | | | | | | | | | | |
| Revised Budget | | | | | | | | | | |
| Projected Exp. & Enc. | | | | | | | | | | |

| Budget History | To | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Code# | Code# | Code# | Code# | Code# | Code# | Code# | Code# | Code# | Code# |
| | **GF3000036** | **GF3000036** | **GF3000036** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| Expended prev. year | | | | | | | | | | |
| Department request | | | | | | | | | | |
| Amount approved by Mayor | | | | | | | | | | |
| Amt. approved Bd. of Finance | | | | | | | | | | |
| Amt. approved Bd. of Reps. | | | | | | | | | | |
| Revised Budget | | | | | | | | | | |
| Projected Exp. & Enc. | | | | | | | | | | |

REASON FOR TRANSFER: *(Attach a separate sheet, if necessary)*

The majority of grant funds were utilzed for a seasonal employee who became a full-time employee. Funds will be reallocated to Program Supplies to purchase additonal materials and some funds to Overtime for the employee to work on grant activity.

APPROVED Jody Bishop-Pullan Sep 19, 2023 — Jody Bishop-Pullan (Sep 19, 2023 16:02 EDT)
Office Director/Dept. Head — Date

Anita Carpenter — Sep 19, 2023
Grants Officer — Date

Sep 19, 2023 — Ilda Sinani (Sep 19, 2023 20:03 EDT)
OPM Director — Date

Sep 19, 2023 — Benjamin Barnes (Sep 20, 2023 07:51 EDT)
Director of Administration — Date

Sep 20, 2023

Caroline Simmons — Caroline Simmons (Sep 21, 2023 15:28 EDT)
Mayor — Date

Sep 21, 2023