

RESOLUTION 18, 2023

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF TERRE HAUTE, INDIANA:

WHEREAS, There are insufficient funds in a certain account(s) of the General Fund budget to meet current and anticipated expenditures within said Department, and;

WHEREAS, There are surplus funds in another account of the same budget, said Accounts being within the appropriation heretofore made for the use of said Department.

BE IT THEREFORE RESOLVED: That the following transfers be made in the Accounts heretofore appropriated for the use of said Department:

FROM: #0101-0015-03-432010	Services Contractual (Human Relations)	\$5,000.00
TO: #0101-0015-03-421010	Office Supplies (Human Relations)	\$5,000.00
<b>TOTAL</b>		<b>\$5,000.00</b>

Introduced by: \_\_\_\_\_ Cheryl Loudermilk, Councilman

Passed in open Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_ Curtis DeBaun, President

ATTEST: \_\_\_\_\_ Michelle L. Edwards, City Clerk

Presented by me to the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2023  
at \_\_\_\_\_ o'clock.

\_\_\_\_\_ Michelle L. Edwards, City Clerk

Approved by me, the Mayor, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_ Duke A. Bennett, Mayor

ATTEST: \_\_\_\_\_ Michelle L. Edwards, City Clerk

## REQUEST FOR TRANSFER OF BUDGETED FUNDS

(For Approval by Mayor, Controller, and City Council)

This form is to be used when the requested transfer is between two major classifications.

DEPARTMENT or FUND: Human Relations Commission 0101-0015

DATE: 12/05/2023

	<u>Account #</u>	<u>Account Name:</u>	<u>Amount:</u>
FROM:	<u>03-432010</u>	<u>Services Contractual</u>	<u>\$5,000.00</u>
TO:	<u>02-421010</u>	<u>Office Supplies</u>	<u>\$5,000.00</u>

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

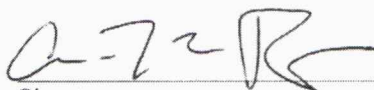
TO: \_\_\_\_\_

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

**Total Amount to be Transferred:** \$5,000.00

Department Head Approval:  
(Forward to Mayor)

  
Signature

Date: 12/05/2023

Mayoral Approval:  
(Forward to Controller)

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

Controller Approval:  
(Forward copy of approval to Department Head)

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

**DEPARTMENT HEAD: Please attach a memorandum briefly detailing the need for this resolution. Such information should include specific services or products you intend to purchase and the reason you have surplus funds in the specified accounts.**

To: Members of the Terre Haute City Council

From: Anne-Therese Ryan, Human Relations Commission Director

Date: December 5, 2023

Re: Human Relations Commission – Request for Transfer of Budgeted Funds

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The Terre Haute Human Relations Commission is requesting approval for the transfer of \$5,000.00 from Contractual Services to Office Supplies. The commission is in need of supplies including a color printer/copier with two-sided capabilities, a scanner, paper, toner, folders, outreach materials, and other general purpose office supplies. Reallocating the unused funds from contractual services to office supplies will allow the commission to operate more effectively and efficiently. The purchase will serve the commission into the future, improve the day-to-day operations, and help it to advance its mission of eliminating discrimination in Terre Haute.