



**CITY OF BRISTOL  
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Town and City Clerk  
(Requesting Department)

Date: May 6, 2019  
(Submission Date)

For the May 28, 2019 Board of Finance Meeting Agenda  
(Date of Meeting)

This request is for:  
(Please check the type of request and list in whole dollar amounts)

- Additional Appropriation \$ \_\_\_\_\_
- New Appropriation \$ \_\_\_\_\_
- Transfer from Contingency \$ \_\_\_\_\_
- Transfer(s) \$ 110
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ \_\_\_\_\_

**Approval:**

This request was approved by the City Council at its meeting held on April 9, 2019.

*Cheryl Peck* Town Clerk  
(Department Head's signature)

Board of Finance Agenda Request Form

**All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.**

Reason for request:

The purpose of the request is to refer to the Board of Finance to transfer \$110 to the City Clerk Advertising Account to advertise ordinances.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

<b>Account</b>	<b>Account Name</b>	<b>Amount</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

<b>From:</b> 0011023-531000 Professional Fees & Services	<b>To:</b> 0011023-557700 Advertising	<b>Amount:</b> \$110
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____

Grants:

Total Amount: Grant \$ \_\_\_\_\_  
City Share \$ \_\_\_\_\_ %  
Federal/State Share \$ \_\_\_\_\_ %

Carry-overs list the following:

<b>Account</b>	<b>Account Name</b>	<b>Amount</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____



City of Bristol  
Office of Town and City Clerk  
111 North Main Street  
Bristol, Connecticut 06010  
(860) 584-6200

May 6, 2019

Board of Finance  
Ms. Diane M. Waldron, Comptroller  
City Hall  
111 North Main Street  
Bristol, Connecticut 06010

RE: Transfer within City Clerk budget

Dear Members:

The City Clerk's office is requesting a transfer for fiscal year 2018-2019 for Advertising. The reason for the overexpenditure in this account is due to the advertising expenses related to ordinance changes approved by the City Council.

The transfer requested is as follows:

FROM:

0011023-531000      Professional Fees and Services      \$110

TO:

0011023-557700      Advertising      \$110

Thank you for your consideration in this matter.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Therese Pac".

Therese Pac, MCTC, MMC  
Town and City Clerk