



3e.

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

To: Board of Finance Commissioners

From: Mayor's Office
(Requesting Department)

Date: January 29, 2020
(Submission Date)

For the February 25, 2020 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 \$ _____
- Transfer from Contingency \$ _____
- Transfer(s) \$ 3,300
- Grant \$ _____
- Carry-over(s) \$ _____
- Other

Approval:

This request was approved by the _____
(governing Board of your department)
at its meeting held on _____
(date)

Ellen Zapp-Sasson
(Department Head's signature)

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.

Board of Finance Agenda Request Form

Reason for request:

The Mayor's Office is interested in once again using part-time contractual wages for the Spring season, utilizing the existing P-T position that is attached to the Office. The purpose is to assist with the Legislative session, Budget season, and serve as liaison to the Census initiatives that will be implemented March-June.

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

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

From: 0011011-531000 Professional Fees	To: 0011011-515200 Part Time Wages	Amount: \$1,400
From: 0011018-581120 Conferences & Memberships	To: 0011011-515200 Part Time Wages	Amount: \$1,900
From: _____	To: _____	Amount: _____

Grants:

Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %

Carry-overs list the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____