



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

To: Board of Finance Commissioners

From: City Clerk  
(Requesting Department)

Date: December 29, 2020  
(Submission Date)

For the January 19, 2021 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) \$ 2,345.83
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ \_\_\_\_\_
- Other

**Approval:**

This request was approved by the Board of N/A  
(governing Board of your department)

at its meeting held on \_\_\_\_\_  
(date)

Chesee Coe, Town Clerk

(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**

The purpose of this request is to transfer funds within the Tech and Civic Life grant regarding election costs in the Town Clerk's office and Registrars of Voters.

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> <u>*(See attached transfers)</u>	<b>To:</b> _____	<b>Amount:</b> _____
<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

December 28, 2020

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

RE: Transfers within Center for Tech and Civic Life grant

Dear Members:

I respectfully request transfers to reflect the expenses associated with the grant awarded to the City of Bristol by the Center for Tech and Civic Life. The transfers are as follows:

**From:**

Program Supplies 1061023-561800-ECRG	\$1,057.35
Postage 1061023-553100-ECRG	\$937.54
Overtime Wages & Salaries 1061023-515100-ECRG	\$350.94

**To:**

Part-Time Wages & Salaries 1061023-515200-ECRG	\$2,345.83
--	------------

If you have any questions, please let me know. Thank you for your kind consideration.

Very truly yours,

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

Therese Pac  
Town/City Clerk, MCTC, MMC