



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

To: Board of Finance Commissioners

From: Probate Court  
(Requesting Department)

Date: April 19, 2021  
(Submission Date)

For the April 27, 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) \$ 1,510
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ \_\_\_\_\_
- Other

**Approval:**

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

*Ann C. Holihan*  
(Department Head's signature) *Acting*

**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:

Transfer to purchase Capital Outlay (File Cabinets) requested in the 21-22 budget in the current year. Request for additional funds in the Professional Fees.

Transfer(s) complete the following:

<b>From:</b>	0011012 543000 Probate Repairs & Maint	<b>To:</b>	0011012-570600-21024 File Cabinets	<b>Amount:</b>	\$785
<b>From:</b>	0011012 553000 Probate Telephone	<b>To:</b>	0011012-570600-21024 File Cabinets	<b>Amount:</b>	\$355
<b>From:</b>		<b>To:</b>		<b>Amount:</b>	
<b>From:</b>	0011012 553000 Probate Telephone	<b>To:</b>	0011012 531000 Professional Fees	<b>Amount:</b>	\$120
<b>From:</b>	0011012 555000 Printing & Binding	<b>To:</b>	0011012 531000 Professional Fees	<b>Amount:</b>	\$250