



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

To: Board of Finance Commissioners

From: TAX DEPARTMENT
(Requesting Department)

Date: JULY 6, 2023
(Submission Date)

For the August 22, 2023 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) \$ 7,500.00
- Grant \$ _____
- Carry-over(s) \$ _____
- Other

Approval:

This request was approved by the N/A
(governing Board of your department)
at its meeting held on N/A.
(date)

Arundel B. Baskin
(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:

FY 2024: Transfer to part time wages for temporary employee in the Tax Department due to staff vacancy during collection month of July and into August.

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

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

Transfer(s) complete the following:

From: 0011016-514000 Regular wages	To: 0011016-515200 Part Time wages	Amount: \$7,500.00
From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____

Carry-overs list the following:

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

Grants:

Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %