



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

To: Board of Finance Commissioners

From: Comptroller's Office  
(Requesting Department)

Date: July 17, 2023  
(Submission Date)

For the July 25, 2023 Board of Finance Meeting Agenda  
(Date of Meeting)

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

- Additional Appropriation \$ \_\_\_\_\_
- Transfer from Contingency \$ 35,000
- Transfer(s) \$ \_\_\_\_\_
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ \_\_\_\_\_
- Other

**Approval:**

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

(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:

Funding for the Departmental Audits approved by the Banking & Audit Committee.

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

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

Transfer(s) complete the following:

<b>From:</b>	0018106-589000 Contingency	<b>To:</b>	0011024-531000 Professional Fees	<b>Amount:</b>	\$35,000
<b>From:</b>	_____	<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:

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