

**TOWN OF NEWTOWN
APPROPRIATION (BUDGET) TRANSFER REQUEST**

FISCAL YEAR 2014 - 2015 DEPARTMENT Communications DATE 1/13/15

	<u>Account</u>	<u>Amount</u>	
FROM:	<u>1-101-12-300-5110-0000 SALARIES & WAGES - FULL TIME</u>	<u>(80,000)</u>	USE NEGATIVE AMOUNT
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	.		
	.		
TO:	<u>1-101-12-300-5130-0000 SALARIES & WAGES - OVERTIME</u>	<u>80,000</u>	USE POSITIVE AMOUNT
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	.		

REASON: INTERDEPARTMENTAL TRANSFER FROM SALARIES - FULL TIME TO SALARIES - OVERTIME DUE TO OPEN POSITIONS AND THE NEED TO COVER THEM BY OVERTIME.

AUTHORIZATION:

(1) DEPARTMENT HEAD	<u><i>Maureen L. Wood</i></u>	date: <u>1/13/15</u>
(2) FINANCE DIRECTOR	<u><i>Robert T. ...</i></u>	<u>1/13/15</u>
(3) SELECTMAN	<u><i>C. P. ...</i></u>	
(4) BOARD OF SELECTMEN	_____	
(5) BOARD OF FINANCE	_____	
(6) LEGISLATIVE COUNCIL	_____	

AUTHORIZATION SIGN OFF

FIRST 335 DAYS >>>> WITH IN A DEPT >>>> LESS THAN \$50,000 >>>> (1), (2) & (3) SIGNS OFF; MORE THAN \$50,000 >>>> (1), (2), (3) & (6) >>>> ONE DEPT TO ANOTHER >>>> LESS THAN \$200,000 >>>> ALL EXCEPT (6); MORE THAN \$200,000 >>>> ALL SIGN OFF

AFTER 335 DAYS >>>> (1), (2), (3), (5) & (6) >>>> ANY AMOUNT FROM CONTINGENCY >>>> ALL SIGN OFF