

# City of Waltham

*Jeannette A. McCarthy*  
*Mayor*

CITY OF WALTHAM  
CITY CLERK'S OFFICE

2018 JUN -7 A 11:21

RECORDED

June 7, 2018

TO: The City Council  
RE: Transfer Request – HR – Unemployment

Dear Councillors:

I respectfully request a transfer in the amount of \$10,000.00 for unemployment expenses for the remainder of FY2018.

FROM:

HR-Work Comp Medical	#001-912-5200-5306	\$10,000.00
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TO:

HR-Unemployment	#001-913-5200-5170	\$10,000.00
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Attached is a copy of a letter that was received from the HR Director, Kristin Murphy. Ms. Murphy will be available to answer questions concerning this request.

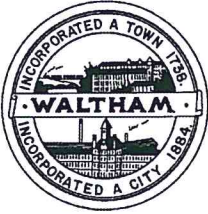
Sincerely,

Jeannette A. McCarthy

JAM/ccb

Enclosure

cc: Kristin Murphy



**CITY OF WALTHAM  
MASSACHUSETTS**

119 SCHOOL ST., WALTHAM, MASSACHUSETTS 02451  
781-314-3355 FAX 781-314-3358  
E-MAIL - [KMURPHY@CITY.WALTHAM.MA.US](mailto:KMURPHY@CITY.WALTHAM.MA.US)

**KRISTIN MURPHY**  
HUMAN RESOURCES DIRECTOR  
WORKERS' COMPENSATION AGENT

May 23, 2018

Mayor Jeannette McCarthy  
City of Waltham  
610 Main Street  
Waltham, MA 02451

Dear Mayor,

I respectfully request an additional appropriation in the amount of \$10,000.00 for the Account 001-913-5200-5170 Unemployment.

At this time I have exhausted all available funds. Additional funds are needed for claims for the remainder of the fiscal year. Transfer of funds from the School Department have not yet been posted to the account.

I will be available to answer any questions you may have regarding this request.

Sincerely,

Kristin Murphy  
Human Resources Director  
City of Waltham

RECEIVED  
MAY 30 2018  
MAYOR'S OFFICE