

City of Waltham

Jeannette A. McCarthy
Mayor

CITY OF WALTHAM
CITY CLERK'S OFFICE

2017 JUN 22 A 11:43

RECORDED

June 22, 2017

TO: The City Council
RE: Transfer Request - City Treasurer

Dear Councillors:

I respectfully request a transfer of funds in the amount of \$25,000.00 to cover projected expenses for the City Treasury for the remainder of the fiscal year.

FROM:

#001-145-5100-5111	Treasurer-Salary	\$25,000.00
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TO:

#001-145-5200-5342	Treasurer-Postage	\$ 5,000.00
#001-145-5200-5385	Treasurer-Banking Services	\$20,000.00

Attached is a copy of a letter dated June 16, 2017 that was received from the City Treasurer. Also, attached is a copy of an account analysis that I requested from the City Treasurer to support his funding request. Mr. Magno will be available to answer questions concerning this request.

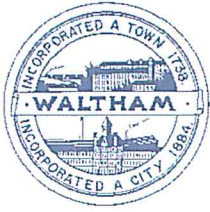
Sincerely,

Jeannette A. McCarthy

JAM/ccb

Enclosure

cc: Thomas Magno



CITY of WALTHAM

- Office of the City Treasurer & Collector -

Thomas J. Magno
Treasurer & Collector

June 16, 2017

Mayor Jeannette A. McCarthy
City of Waltham
610 Main Street
Waltham, MA 02452

Dear Mayor McCarthy,

I respectfully request an appropriation in the amount of \$ 25,000.00 to cover the estimated budget shortfall for the remainder of fiscal year 2017. The break down of the funding request is as follows;

Postage	\$ 5,000.00 (145-5200-5342)
Banking Services	\$ 20,000.00 (145-5200-5385)

Sincerely,

Thomas J. Magno
Treasurer & Collector

Treasurer - 5200 accounts
As of 6/17/2017

	Carry Forward	Budget	Actual Expenses	Balance	Projected Expenses 6/18-6/30/2017	Adjusted Balance
Office Equipment Repair/Maint		3,000	3,776	(776)	0	(776)
Alarms/Intrusion		500	480	20	0	20
Financial Services		6,000	0	6,000	6,000	0
Legal Services		22,000	16,089	5,911	6,000	(89)
Postage		70,000	73,221	(3,221)	3,000	(6,221)
Printing		19,000	11,449	7,551	7,100	451
Shortages		100	(78)	178	0	178
Banking/Financial	7,612	170,000	166,031	11,581	30,000	(18,419)
Office Supplies		5,500	5,444	56	200	(144)
Dues & Subscriptions		300	200	100	0	100
Conference Expense		200	241	(41)	250	(291)
Insurance Premium		4,000	3,700	300	0	300
Funding Need	7,612	300,600	280,552	27,660	52,550	(24,890)