

**TOWN OF WEST NEWBURY
REQUEST FOR TRANSFER FROM THE RESERVE FUND**

Fiscal Year

Date:

TO: Finance Committee

FROM:

- 1) In accordance with Chapter 40, Section 6, of the Massachusetts General Laws, it is requested that \$ _____ be transferred from the Reserve Fund to the following account:
- 2) A total of \$ _____ has been appropriated for or transferred to the above account during the current fiscal year is attached.
- 3) A list of all expenditures made or obligations incurred against the above account during the current fiscal year is attached.
- 4) The unobligated balance of the above account as of the date of this request is \$ _____
- 5) The amount requested is needed to:
- 6) The need for the amount requested was unforeseen because:
- 7) Funding of this request cannot wait until the next ATM because:
- 8) The undersigned will meet with the Finance Committee to discuss this request at its regular meeting scheduled upon request.

Signed: _____

Board of Selectmen Notification

TO: Finance Committee

It is recommended that the above transfer request be ☐ Approved ☐ Denied
because _____

BOARD OF SELECTMEN

Chairman

Signed: _____
Town Accountant

Finance Committee Action:

Date: _____

Number of Committee Voting _____

The requested transfer of \$ _____ from the Reserve Fund to the Account is ☐ Approved ☐ Denied . If not approved, the rationale for the Committee's action was: _____

Chairman, West Newbury Finance Committee