

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.
- 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 _____.

The undersigned will meet with the Finance Committee to discuss this request at its regular meeting scheduled upon request.

Signed: _____

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: _____

Signed: _____

Chairman, West Newbury Finance Committee