



YEAT #: FY -  
 BAE#: \_\_\_\_\_  
 (Accountant Use Only)

## Request for Appropriation Transfers Between or Within Departments

(To be submitted in quadruplicate with documentation)

Date: \_\_\_\_\_

Board of Selectmen & Finance Committee

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), Massachusetts General Laws and Municipal Modernization Act of 08/09/2016:

AMOUNT REQUESTED	\$
To be Transferred <b>From</b> (Name of Approp): _____	<b>GL#</b>
Present Balance in Above Appropriation	\$
To be Transferred <b>To</b> (Name of Approp): _____	<b>GL#</b>
Present Balance in Source of Appropriation	\$

Request Submitted By (Signature Required): \_\_\_\_\_  
Officer or Department Head

Reasons for Transfer:

Board of Selectmen	Finance Committee
Date of Meeting: _____ / _____ / _____	Date of Meeting: _____ / _____ / _____
<b>Signatures:</b> _____ _____ _____	Number Present & Voting: _____ Approved By Majority (list vote): _____ Transfer Disapproved (checkmark): _____
Transfer Disapproved (checkmark): _____	<b>Signature:</b> _____
	Chairman, Finance Committee

Please Note:

1. This alternative year-end transfer procedure applies for the last two month of the fiscal year (May & June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Finance Committee.
  2. This procedure may not be used to transfer from a Municipal Light or School Department.
  3. Signed originals of this request (**required in quadruplicate**) will be distributed to the Selectmen, Finance Committee, Town Accountant & requesting dept.
- REV 07/12/17