JOINT SEWEAGE TREATMENT BOARD
Request for Transfer of Funds

Transfer requests of $2500 or less must be approved by the Fiscal Ofifcer and the Board.
Transfer requests over $2500 and cumulative transfer in excess of $20,000 must be approved by the Board and both legislative bodies.
All Capital transfer requests reagardless of amonnt must have Board and legislative body approval

This worksheet must be attached to any RL submitted to the legislative bodies that includes a budget funding transfer or amendment.
Incomplete/incorrect RLs to be returned to applicant for revisions. Additional transfer lines in the same format may be attached.

Adopted Budget Year Amended: 2026 **Department:** FINANCE

Department Head Signature: _____

Transfers

Transfer From *(Decrease)*				Transfer To *(Increase)*		
Amount	*Budget Line*	*Budget Line Title*		*Amount*	*Budget Line*	*Budget Line Title*
$2,542.44	A1364.54681	TAXES/PURCH OF REAL PROP	→	$2,542.44	A1364.54470	DEMOLITION
			→			
			→			
$ 2,542.44				$ 2,542.44		

difference $ -

Revenue & Fund Balance Amendments

Amount	*Increase/Decrease*	*Revenue/Expense / Fund Balance*	*Budget Line*	*Budget Line Title*

Office Use Only for Transfers Under $2,500

I hereby certify that the above funds are unencumbered and available for Transfer. Certified by the Fiscal Officer. Signature: _____ Date: _____

I (Business Manager) hereby certify that the above described funds have been transferred, in accordance with the IMA Agreement, Article III, Section 23. Signature: _____ Date: _____

Transfer of funds Approved ___ / Denied ___ on _____/_____/_____. Certified by the Secretary of the Joint Sewage Board. Signature: _____ Date: _____

Transfer of funds reviewed by the Joint Sewage Board Finance Committee Chair. Recommendations to be attached. Signature: _____ Date: _____