

## **Request For Transfer From The Reserve Fund**

TO: Chesterfield Finance Committee

DATE: \_\_\_\_\_

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

- 1: Amount requested: \$ \_\_\_\_\_
2. To be transferred to (name Expense Line) \_\_\_\_\_
3. Current balance in said Expense Line: \$ \_\_\_\_\_
4. The amount requested will be used for (give specific reason, and attach any available supporting documentation.):
5. This expenditure was unforeseen for the following reasons.

\_\_\_\_\_  
(Officer or Department Head)

### **Action of Finance Committee**

Date of Meeting: \_\_\_\_\_ Number present and voting: \_\_\_\_\_

Transfer approved in the sum of: \$ \_\_\_\_\_ Transfer disapproved: \_\_\_\_\_

\_\_\_\_\_  
(Chair, Finance Committee)

**Request must be made and transfer voted before any expenditure in excess  
of appropriation is incurred.**

### **Copies to:**

Applicant \_\_\_\_\_

Town Accountant \_\_\_\_\_

Finance Committee File \_\_\_\_\_

Form Revised: 2/2017