

**CITY OF LOWELL**

**COMMONWEALTH OF MASSACHUSETTS**

**VOTE**

**IN CITY COUNCIL:**

**ORDER,**

To transfer funds to accommodate the purchase of new computer equipment for use within the Health Department.

**ORDERED,**

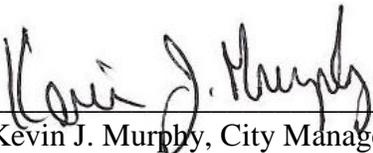
By the City Council of the City of Lowell, as follows:

That the amount of **Six Thousand (\$6,000.00) Dollars** be transferred:

**FROM:** Account #5104151 511000, more fully described in Attachment A:

**TO:** Account #5104154 541000, more fully described in Attachment A.

**ORDER RECOMMENDED AND INTRODUCED BY:**

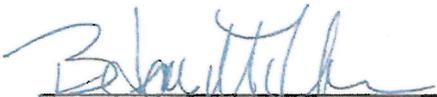
  
\_\_\_\_\_  
Kevin J. Murphy, City Manager

## Internal Budget Transfer

<b>Department:</b>	Health Department			
<b>TRANSFER TO:</b>				
<b>Account #</b>			<b>Description</b>	<b>Amount</b>
<b>Org.</b>	<b>Object</b>	<b>Project</b>		
5104154	541000		Computer Equipmt/Swr	\$ 6,000.00
			<b>TOTAL</b>	<b>\$ 6,000.00</b>
<b>TRANSFER FROM:</b>				
<b>Account #</b>			<b>Description</b>	<b>Amount</b>
<b>Org.</b>	<b>Object</b>	<b>Project</b>		
5104151	511000		Salaries - Permanent	\$ 6,000.00
			<b>TOTAL</b>	<b>\$ 6,000.00</b>

**Reason for Transfer:**

The Health Department would like to purchase new computer equipment for use within the department, however, our \$500.00 Computer Equipment/Software line is nearly depleted. The department requests that \$6,000 be transferred from the Salaries Line to the Computer Equipment/Software to accommodate the purchase of the needed equipment. Specifically, the transferred funds would be appropriated from the unused salary of the Deputy Director - Finance HHS which was vacant during the first 4 months of fiscal 2018.

  
 \_\_\_\_\_  
 Department Head

  
 \_\_\_\_\_  
 Chief Financial Officer

"A"

Conor Baldwin  
 Chief Financial Officer

## MEMORANDUM

**TO:** Kevin J. Murphy, City Manager  
**FROM:** Conor Baldwin, Chief Financial Officer   
**CC:** Kerran Vigroux, Health and Human Services Director  
**DATE:** March 29, 2018  
**SUBJECT:** Health Department Transfer

Kerran Vigroux has forwarded to me a request to transfer \$6,000 from the Health Department Salary and Wage account. The transferred funds will be used to support technological improvements within the department. Attached is the transfer request from the Deputy Director of Administration and Finance for HHS. The funds to support the transfer are from an accumulated surplus in the departments salary account.

I have included a summary of the accounts below. Please do not hesitate to let me know if there are any questions.

	Account Name	Original Budget	Previous Transfers	Revised Budget	YTD Expenditures (Actual)	Encumbrances	Balance Before Transfer	Balance After Transfer
FROM:	S&W Holiday	\$ 2,401,879	\$ -	\$ 2,401,879	\$ 1,582,464	\$ -	\$ 819,415	\$ 813,415
TO:	Computer Equipment/ Software	\$ 500	\$ -	\$ 500	\$ 435	\$ -	\$ 65	\$ 6,065

Kevin J. Murphy  
City Manager

March 29, 2018

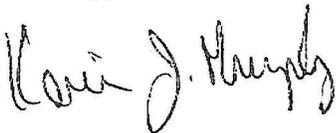
Mayor William J. Samaras  
And  
Members of the Lowell City Council

Dear Mayor Kennedy and Members of the Lowell City Council,

I am hereby requesting that the City Council vote to transfer \$6,000 in the Health Department between appropriations for salaries and ordinary expenses. There are several technological needs in the department and an opportunity for funding has arisen due to an accumulated surplus in the salary account this fiscal year. There will be no additional burden to taxes nor to the FY2018 operating budget because of this transfer.

Enclosed with this letter is a memorandum from the Chief Financial Officer which outlines the details of the transfer. Please do not hesitate to let me know if there are any questions.

Sincerely,



Kevin J. Murphy  
City Manager

CC: Conor Baldwin, Chief Financial Officer  
Kerran Vigroux, Director of Health and Human Services