

Reserve Fund Transfer Request Procedure

1. The Requestor sends one original, completed and signed Reserve Fund Transfer Form to the Executive Secretary.
2. If the Executive Secretary cannot identify another funding source for the Request, she notifies the Finance Committee of the Request.
3. The Finance Committee discusses and votes on the Request at the next available posted meeting.
4. The Finance Committee signs the Form and returns it to the Executive Secretary.
5. The Executive Secretary makes 2 copies of the signed original and distributes as follows:
 - Original to Town Accountant
 - One copy in Executive Secretary files
 - One copy returned to the Requestor
6. Upon receipt of an approved Transfer Form, the Requestor may then proceed with the expenditure of funds and submittal of invoices/vouchers to the Town Accountant for payment.
7. Upon receipt of a disapproved Transfer Form, the Requestor may then proceed to re-submit the Request to the Finance Committee with additional documentation.

Should you have any questions in connection with a Reserve Fund Transfer Request, please contact the Executive Secretary. Thank you.