**TOWN OF HUBBARDSTON**

**REQUEST FOR TRANSFER FROM THE RESERVE FUND**

**(To be submitted in triplicate)**

To: Finance Committee **Date: XXXX**

Members:

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: **$ XXXX**

2. To be transferred to: **Acct #: XXXX**

**(XXXX)**

3. Present balance in said appropriation: **$ XXXX**

Note: Amount in account only includes current budgeted items

4. The amount requested will be used for:

**XXXX**

5. This expenditure is extraordinary and/or unforeseen for the following reasons:

**XXXX**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **XXXX** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Office or Department Head

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**Action of the Finance Committee**

Date of Meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Number of members’ present and voting \_\_\_\_\_\_\_

Transfer voted in the sum of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Transfer disapproved:\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chairperson, Finance Committee

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