

Memorandum

To: Dru Boulware

From: Jim Moore

Date: 6/7/2016

We are requesting a budget transfer from account #001-1910-519-5299 Operating Supplies/Other Operating Supplies to account #001-1910-519-4619 Repair & Maintenance/Buildings in the amount of \$8,000.00. We have various items this year that had repairs such as rollup doors and repairs to Fire Stations, etc. We need \$4,420.00 for the Fire Station duct cleaning. After further examining and projection we would like to move \$8000 from 5299 to 4619 and will have a balance of \$5000. We have ordered supplies for the new Fire Station and the balance will carry us through out the year. We have supplies on hand and estimate \$1,200 a month on average for our inventory we can make it to the end of the fiscal.

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