

**REQUEST FOR ADDITIONAL APPROPRIATION  
FY22/23**

Instructions: Complete all information in Parts A and B. Have Director/ Department Head sign and date on appropriate lines in Part C. Forward original to OPM Director, 10th Floor. OPM Director will forward to the Boards. Submit to OPM by the 20th of the month in order to be included on the next Board of Finance and Representatives meeting agendas.

Part A - Account Information

Project #	F39126	Grant Year	FY18/19
Revenue #	243F8303318301	Dept. Name	Emergency Management
Expend. #	24433801100	Account Title	Emergency Management / Salaries

Source: 100% Grant Funded

**Request Amount**

**\$2,209**

Previous Year's Expenditure	n/a
Department Request	\$ 62,228
Approved by Mayor	\$ 62,228
Approved by Finance Board	\$ 62,228
Approved by Board of Reps.	\$ 62,228
Revised Budget	\$ 62,228
Balance in Account	\$ (2,209)
Projected Exp. & Enc.	\$ 64,437

Part B - Request Description and Supporting Calculations

Additional Appropriation needed to match the actual award received. The amount in HTE is \$62,228. The actual award is \$64,437. This amount remains consistent for salaries and wages.

Part C - Approvals

*Anita Carpenter*                      Oct 28, 2022  
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 Anita Carpenter, Grants Officer

  
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 Elda Sinani, OPM Director                      Oct 28, 2022  
Elda Sinani (Oct 28, 2022 15:07 EDT)

                      Oct 28, 2022  
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 Sandra L. Dennies, Director of Administration

*Caroline Simmons*                      Nov 1, 2022  
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 Caroline Simmons, Mayor  
Caroline Simmons (Nov 1, 2022 10:29 EDT)