

**BOARD OF FINANCE OPERATING TRANSFER FORM**

**Fiscal Year FY23/24**

Instructions: Please fill in all blanks and obtain the electronic signatures for the program manager, department head and grants officer; cc the OPM Administrative Coordinator. The OPM Admin Coordinator will obtain the remainder of the approvals and transmit the forms to the Board of Finance.

The Health Department requests authorization to transfer the sum of \_\_\_\_\_ of \_\_\_\_\_ as follows:

Project #: S33121 Proj/Award Name: STD Prevention & Treatment Services  
 Award #: 2000052-FY2024  
 Cost Center: 3810

**FROM:**

CODE NO.	CODE TITLE	ACTUAL AMOUNT	COMMITTED AMOUNT	CURRENT BUDGET
560906	Laboratory Supplies			20,514.00
560835	VD Clinic			5,000.00
560100	Office Supplies & Expense			5,000.00
	<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,514.00</b>

**TO:**

CODE NO.	CODE TITLE	ACTUAL AMOUNT	COMMITTED AMOUNT	REVISED BUDGET
512301	Overtime			28,200.00
522200	FICA			1,714.00
560100	Office Supplies & Expenses			600.00
	<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,514.00</b>

**REASON FOR TRANSFER: (Attach a separate sheet, if necessary)**

The original OB budget included \$20,514 in laboratory supplies, \$5,000 for the VD clinic and \$5,000 in office supplies. The revised budget pays for the overtime and FICA for the Public Health Nurse when the STD clinic has extended hours along with office supplies. The revised budget is:

Overtime	28,200
FICA	1,714
Office Supplies	600
<b>Total</b>	<b>\$ 30,514</b>

Approvals:

Jody Bishop-Pullan Apr 25, 2024  
Jody Bishop-Pullan (Apr 25, 2024 17:30 EDT)

Jody Bishop-Pullan, Director of Health

Louis DeRubeis Apr 26, 2024  
Louis DeRubeis (Apr 26, 2024 09:14 EDT)

Louis DeRubeis, Director of Public Safety

Anita Carpenter Apr 26, 2024

Anita Carpenter, Grants Officer

Elda Sinani Apr 27, 2024  
Elda Sinani (Apr 27, 2024 09:21 EDT)

Elda Sinani, Director OPM

Benjamin Barnes Apr 29, 2024

Benjamin Barnes, Director of Administration

Caroline Simmons Apr 29, 2024

Caroline Simmons, Mayor