

## Budget Transfer Authorization

Budget Transfer No: \_\_\_\_\_

Date: 1-2-2019

**Transfer From:**

Unit	Dept	Exp/Capital No.	Description	Amount
2502	Eng	79	Payments to Contractors - Tanks	\$200,000

**Transfer To:**

Unit	Dept	Exp/Capital No.	Description	Amount
2535	Eng	18	Payment to Contractors - Restoration	\$200,000

**Statement as to Necessity of Budget Transfer:**

*The restoration budget does not have enough funds to pay the November & December invoices that were incurred from the restoration contractors. There are excess funds available in Unit 2502, Payments to Contractors - Tanks that will be used to fund the Restoration Budget.*

**Required Approvals\*:**

Unit Head: \_\_\_\_\_  
 Dept. Head: Terrell J. Kowalik - 1-2-19 \_\_\_\_\_  
 Budget/Financial Analyst: \_\_\_\_\_  
 Executive Engineer: Terrell J. Kowalik - 1-2-19 \_\_\_\_\_  
 Comptroller: \_\_\_\_\_  
 Deputy Director: \_\_\_\_\_  
 Executive Director: \_\_\_\_\_  
 Board Resolution Date: \_\_\_\_\_

\* See Back of Form for "Outline of Approvals Required for Budget Transfers", Schedule A and "Approvals Required for Creation of New Budget Items", Schedule B



**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**

January 2, 2019

To: Steve D'Amico, Business Office Manager

From: Leonard F. Kowalski, Senior Distribution Engineer

A handwritten signature in black ink, appearing to be "LFK", is written over the name Leonard F. Kowalski.

Subject: Budget Transfer

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The Restoration Budget does not have enough funds available to pay the November and December invoices that were received from the Restoration Contractor. The Restoration Budget is based on historical averages and 2018's restoration costs have exceeded what was budgeted by approximately 9%. There are excess funds available in Unit 2502 (Payments to Contractors – Tanks) that can be used to supplement the restoration budget.

The Engineering Department is therefore requesting a budget transfer in the amount of \$200,000 from Unit 2502 Line Item 74 Payments to Contractors – Tanks to Unit 2535 Line Item 18 Payments to Contractors – Restoration.

cc: R.Stoll