

Town of Templeton Advisory Committee
Reserve Fund Transfer Request Form

All requests must be approved prior to spending beyond current appropriation.
Individuals are encouraged to accompany **COMPLETED** request forms in-person to answer questions the
Advisory Committee may have. This will avoid delays and allow a timely decision.

Approval signature loop:

Requestor: _____
Signature Printed Name Date

Accountant: _____
Signature Printed Name Date

Advisory Cmte: _____
Signature Printed Name Date

This request is hereby made for the described transfer from the Reserve Fund in accordance with Chapter 40,
Section 6, of the Massachusetts General Laws.

Account Name: _____ Account Number: _____

Present Balance: \$ _____ Amount Requested: \$ _____

Requests must include the following information. Use additional sheets as necessary.

Purpose of request: (Describe how the funds will be used)

Reason for request: (Explain the circumstances that make the request necessary)

Alternative proposals considered: (List, including cost estimates, pros & cons, etc.)

Impact if request is denied: (Describe the extraordinary/unforeseen nature)

Advisory Committee Action

Meeting Date: _____ Members present and voting: _____

Transfer **NOT** approved: ☐ Transfer approved for: \$ _____

Transfer **APPROVED**: ☐ Comments: _____

Requestor Copy

Original to Accountant

Advisory Committee Copy

Reserve Fund Transfer Request Form (continued)

Notes:

- All information on the Reserve Fund Transfer Request form must be completed before submission to the Advisory Committee for consideration.
This includes:
 - Signatures as indicated on the form
 - Account name, number, balance, and amount requested. Include and explain any differences if your account balance is different than the Town Accountant's records. Examples of differences that are likely to occur include:
 - Expenditures that have been authorized but not yet paid, or
 - Goods or services received but not yet invoiced
 - Completed explanations as indicated on the form. Additional sheets and supporting documents are encouraged. It is acceptable to attach the form (with signatures) to your explanations of Purpose, Reason, Alternatives, and Impact you may wish to provide on a document other than the form itself.
- To avoid delays, the Advisory Committee recommends that you or a representative be present to provide clarification to questions as they arise. In our experience, there are always questions from the Advisory Committee.
- Bear in mind, that while you may possess knowledge and information to believe a transfer is warranted, the Advisory Committee may not (most likely will not) have that knowledge and information. It is your responsibility to convey that information to the Advisory Committee in a manner appropriate to allow the Committee to consider the request fairly, accurately and impartially.