

Town of Templeton Advisory Board

**Request for Transfer from Emergency Reserve Fund**

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 Board 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 Board: _____	_____	_____
Signature	Printed Name	Date

This request is hereby made for the described transfer from the Emergency 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 emergency nature)

<b>Advisory Board Action</b>	
Meeting Date: _____	Members present and voting: _____
Transfer not approved: <input type="checkbox"/>	Transfer approved for: \$ _____
Comments:	

Requestor Copy

Original to Accountant

Advisory Board Copy

## Emergency Reserve Request (continued)

### Notes:

- All information on the Emergency Transfer Request form must be completed before submission to the Advisory Board 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 Accountants 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 Board 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 Board
- Bear in mind, that while you may possess knowledge and information to believe a transfer is warranted, the Advisory Board may not (most likely will not) have that knowledge and information. It is your responsibility to convey that information to the Advisory Board in a manner appropriate to allow the Board to consider the request fairly, accurately and impartially.