



IN CITY COUNCIL

NOVEMBER 4, 2013
Marlborough, Mass., _____

ORDERED:

That the Comptroller's Office transfer request in the amount of \$1,800.00 from Finance Assistant to Longevity to fund the longevity payment associated with the transfer of a School Department employee to the Comptroller's Office, be and is herewith refer to **FINANCE COMMITTEE**.

FROM:

Acct. # 11330002-50062
Finance Assistant

\$1,800.00

TO:

Acct. # 11330003-51430
Sick Longevity

\$1,800.00

ADOPTED

ORDER NO. 13-1005590



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2013 OCT 31 A 11:28
City of Marlborough
Office of the Mayor

140 Main Street
Marlborough, Massachusetts 01752
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610
www.marlborough-ma.gov

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Arthur G. Vigeant
MAYOR

Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

October 31, 2013

City Council President Patricia Pope
Marlborough City Council
140 Main Street
Marlborough, MA 01752

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Re: Transfer Request – Comptroller's Office

Honorable President Pope and Councilors:

Enclosed for your approval are the following transfer requests from the Comptroller's Office:

- 1) Transfer in the amount of \$1,800.00 from 11330002-50062 (Finance Assistant) to 11330003-51430 (Longevity).

This transfer is needed to fund the longevity payment associated with the transfer of a School Department employee to the Comptroller's Office who is due a larger payment than that of her predecessor. The transition in staffing allows this transfer to be made within the existing budget.

Please do not hesitate to let me know if you have any questions.

Sincerely,

Arthur G. Vigeant
Mayor

