

E-14

**Town/Village of Harrison
Inter-Office Memorandum**

To: Ronald Belmont, Supervisor/Mayor & Members of the Town Board

From: Maureen MacKenzie/Comptroller

Date: February 4, 2020

Re: Town Board Meeting March 5, 2020

To transfer funds from the Building Full Time Salaries Budget Line to the Building Department Special Services Budget Line to cover the cost of a consultant to be utilized by the Building Department for plan reviews and inspections. The funds being utilized are coming from the amount budgeted for an Asst. Building Inspector. The position is vacant.

Increase:

001-3620-100-0407	20,000
Building Dept-Special Services	

Decrease:

001-3620-100-0102	20,000
Building Dept-Salaries	