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

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

From: Maureen MacKenzie/Comptroller

Date: December 7, 2015

Re: Town Board Meeting December 17, 2015

The following budget transfer requires a Town Board Resolutio

**Decrease:**

001-3620-100-0102	14,500
Building-Salaries	

**Increase:**

001-3620-100-0250	14,500
Building-Equipment-Fixed Assets	

To transfer available funds within the building personal services salary line to the fixed assets budget line. These funds will be used to purchase a design jet scanner for the building department that will be used to scan and archive all building dept plans.