



## North Bay Village

Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141

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### NORTH BAY VILLAGE

**DATE:** October 15, 2021

**TO:** Angela Atkinson, CFO

**FROM:** Helen Roldan, Director of Communications & Special Events

**SUBJECT:** Budget Amendment for National Night Out Volunteers

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Pursuant to the applicable Village Code, Section §35.21, Village Staff is requesting a budget amendment to transfer funds allocated for Youth Services Community Programs approved in the FY2021-2022 budget, and reassign it to Regular Salaries and FICA. To pay volunteers Mailin Planas Diaz, Alma Ricaurte and Alexis Suarez for National Night out Event.



**North Bay Village  
Budget Amendment Form**

<b>Department</b>	Recreation Department	<b>Date</b>	10/14/2021
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**Fund(s) to be changed:**

GL Account	GL Line Item	Transfer to:	Transfer from:
001.71.574.1200	Regular Salaries	\$ 290.00	\$ -
001.71.574.2100	FICA	\$ 22.18	
001.71.571.5489	Youth Services Community Programs	\$ -	\$ 312.18
<b>TOTAL (Columns must be equal)</b>		<b>\$ 312.18</b>	<b>\$ 312.18</b>

**Description:**

Transfer funds from operating budget to personnel budget to pay volunteers for National Night Out. Mailin Planas Diaz, Alma Ricaurte and Alexis Suarez.

**APPROVED BY:**

Department Director: Helen Roldan Date: 10/15/2021

Chief Financial Officer: Angela Atkinson Date: 10/15/2021

Village Manager: for Carl J. Long Date: 10/15/2021

## Drill Down Report

**Client:** NBVILLAGE - CITY OF NORTH BAY VILLAGE **Account #:** 001.71.574.1200  
**G/L File Name:** BWK 1001 FY 2022.csv **Payroll Fields and Filters/Values:** Employee Name=any,Pay Date=any  
**Completion Date/Time:** 2021-10-13 11:19:20  
**Last Download Attempt Date/Time:** 2021-10-14 14:55:14  
**File Specification:** INCODE North Bay Village  
**CoA Map:** INCODE

Employee Name	Pay Date	Description	Amount
PLANAS DIAZ,MAILIN	10/14/2021	Regular Earnings	145.00
RICAURTE,ALMA	10/14/2021	Regular Earnings	72.50
SUAREZ,ALEXIS ANNE	10/14/2021	Regular Earnings	72.50
			290.00