

City of Cambridge

MASSACHUSETTS

Agenda #3 Transfer of \$2,600.00 in the
Finance Department

In City Council October 6 1975

	YEA	NAY	ABSENT	PRESENT
Mrs. Ackermann	✓			
Mr. Clinton	✓			
Mr. Danehy			✓	
Mr. Duehay			✓	
Mrs. Graham	✓			
Mr. Russell	✓			
Mr. Vellucci	✓			
Mr. Wylie	✓			
Mayor Sullivan	✓			
	7	0	2	

INTRODUCED BY CITY MANAGER JAMES L. SULLIVAN

AN ORDER CONCERNING AN APPROPRIATION FOR THE FISCAL YEAR BEGINING JULY 1, 1975

ORDERED: That the following transfer be made in the General Fund of the City of Cambridge:

<u>FROM</u>	<u>AMOUNT</u>	<u>TO</u>	<u>AMOUNT</u>
finance other ordinary maintenance	2 600	finance extraordinary expenditures	2 600

REASON(S)

To purchase microform reading and printing equipment to facilitate treasury personnel in serving the public's questions on real estate tax bills and employee's questions on payroll activities.

City Council October 6, 1975
Adopted by ye and nay Vote
Yeas 7 Nays 0 Absent 2

Paul E. Husky
City Clerk



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To Mr. James L. Sullivan, City Manager Date October 1, 1975
From Mr. Edward A. Lehan, City Treasurer Reference
Subject Records Management Progress Report

ANOTHER STEP RECOMMENDED. As you know, we took the first step in the implementation of our records management program last May with the purchase of new equipment for a reorganized filing system for Personnel.

We are now ready for another major step in our program by the aquisition of microform reading and copying equipment to be used in Treasury and Personnel operations.

CHANGES IN TAX ACCOUNTING PROCEDURE. In the past the city printed eight copies of each tax bill. In addition, tax bills have been manually posted. Numerous errors and high costs resulted from this procedure.

Only two copies of the November 1st tax bills are being printed in paper form. A 4" X 6" microfiche bill will be prepared, giving the treasury staff the power to produce duplicate bills only when needed. Each microfiche will contain 207 tax bills, indexed alphabetically and numerically. Thus only 72 microfiche will be needed to store our 15,000 tax accounts.

In addition, the November tax bills are micro-encoded, permitting us to apply machine technology to tax accounting.

EQUIPMENT NEEDED. A microfiche reader/printer and five readers are required, two of which will be assigned to Personnel for use in the reorganized payroll operation.

Funds to finance the equipment are available within the finance allotment for other ordinary maintenance, thus a transfer of \$2,600. to the extraordinary expenditure category is required.



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

October 6, 1975

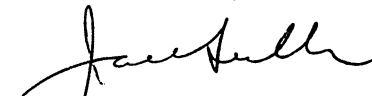
To the Honorable, the City Council:

I transmit herewith a self-explanatory communication from Edward A. Lehan, City Treasurer, requesting the following transfer in the appropriations of the Finance Department:

FROM: Other Ordinary Maintenance	\$2,600.00
TO: Extraordinary Expenditures	\$2,600.00

Also enclosed please find order providing for same.

Very truly yours,


James L. Sullivan
City Manager

JLS/mbf
Enc.

Agenda #3

F-391

Transfer of \$2,600.00 in the Finance Dept.

10/6/75
Order
Adopted
7-0-0

In City Council,

Oct. 6, 1975