



2

CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR FINANCE

(203) 797-4652
FAX: (203) 796-1526

MEMORANDUM

TO: MAYOR MARK D. BOUGHTON VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DWH*
DATE: 12/20/2012
RE: CERTIFICATION OF FUNDS – HISTORIC DOCUMENT RESERVE ACCOUNT

As per the attached request from the Danbury Town Clerk, Lori A. Kaback, I hereby certify the availability of funding in the Historic Documents Reserve account.

Account 2.2129	Balance as of 12/18/12	\$265,480
	<u>This request</u>	<u>- 3,825</u>
	Available balance	\$261,655

This amount will be transferred to account 1160.5701 (Town Clerk – Office Equipment) to accommodate the purchase of land record books which are required per State Statute.

Please contact me if you have any questions. Thank you.

DST/sk

Cc: L. Kaback



CITY OF DANBURY
OFFICE OF THE TOWN CLERK
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

LORI A. KABACK, CCTC
TOWN CLERK

(203) 797-4531 PHONE
(203) 796-8087 FAX

Memorandum

To: Hon. Mark D. Boughton via the Common Council
From : Lori A. Kaback, Town Clerk *LK*
Date: December 18, 2012
Re: Historic Document Reserve Account

I would like to request \$3,825.00 be appropriated from Historic Document Reserve Account 2.2129 to be transferred to Office Equipment 1160.5701 to accommodate land record books which are required per State Statute.

Please note that the Historic Document Reserve Account is for the Town Clerk's Office and must be used for the "preservation and management of historic documents".

I would appreciate you considering this on the January 2013 agenda.

cc: David W. St. Hilaire, Director of Finance
Jean Natale, Legislative Assistant