



TOWN OF WEST SENECA

ALISSA C. STRAUS
DIRECTOR OF FINANCE

TOWN SUPERVISOR
GARY A. DICKSON
TOWN COUNCIL
WILLIAM BAUER
JOSEPH J. CANTAFIO
JEFF PIEKAREC
WILLIAM P. HANLEY

TO: Honorable Town Board / Town of West Seneca

FROM: Alissa Straus
Director of Finance

DATE: September 20, 2021

RE: 2021 Budget Transfers – Town Clerk

Kindly authorize the following 2021 budget transfer for expenses related to the purchase of a records retention software for the Town's social media accounts. As discussed at the September 9, 2021 meeting, this software will make the Town compliant with record retention guidelines for social media usage related to the Town.

Increase

\$2,638.00 01.1410.50444 – Town Clerk – Programmed Maintenance
\$2,638.00 Total Increases

Decrease

\$2,638.00 01.1410.50138 – Town Clerk – Salaries of Part Time Clerks
\$2,638.00 Total Decreases