

Village of Thornton

Memo

To: Mayor Reynolds and Board of Trustees

From: Vivian Payne, Village Administrator

cc: Simone Jackson, Treasurer

Date: May 1, 2026

Re: Line Item Transfer Request

I am requesting a line item transfer to move Building Department budgeted fuel funds of \$1,500 to the Fire Department Fuel line item. The Building Department uses a Wex Card for purchasing fuel that is currently billed to the Fire Department. The Fire Department has paid the fuel costs for Building this fiscal year.

From Account: 01-59-7031

To Account: 01-69-7031

Please let me know if you have any questions regarding this transfer.