

Memorandum

Date: October 15, 2009
To: Members of the Main Street Monroe/Downtown Development Authority
From: Andrea Jones, Main Street Manager
Re: Insurance Premium Budget Revision

At the time that the 2009-2010 budget draft was created and pushed through the approval process, I was not aware that the Insurance Premium approved by the MSM/DDA would be a separate account number in the budget. As such, when the budget was created and approved, a budget was not created for that expense account number. To date, \$833.00 has been paid out of that account number and the remaining \$167.00 of the \$1,000.00 premium will be paid in May 2010 (if the premium is not increased). **I respectfully request permission to transfer \$1,000.00 from the General Contract Services budget to create the Insurance Premium budget to cover those expenses.**

Thank you.