

From: Buzby, Maureen <mbuzby@CityofMelrose.org>
Sent: Jun 29, 2025 18:02:10.000000000 UTC
Subject: budget amendment for NCYTOH Conference expenses
To: Brush, Mary (DPH) <mary.brush@mass.gov>

Hi Mary,

I apologize if you already told me. I'm about to do a budget adjustment form but not sure which fiscal year.

Am I reallocating FY25 line-item funds (I have enough money left).

Or, am I doing an amendment to the FY26 budget that I submitted to Alex in February.

Either is fine with me I just want to do it correctly.

The Conference is in FY26 of course though I already paid my conference fee of \$999 which was required when I registered so that expenditure was actually made in 2025. I have to submit FY25 paid expenses to the City of Melrose soon. Include the conference fee or not I guess is the question.

I haven't made my flight reservations yet. I was waiting until July 1 so it would be a 2026 expense. Should make reservations by tomorrow so it gets expensed in 2025? Or wait?

I made my hotel reservations already (I wanted to get the discounted rate) but I won't actually pay until I get there so that will be an FY 2026 expense.

Have I totally confused you yet? 😊

I'll be in a training tomorrow morning 8:00 AM – 12:30 PM (bad timing) but will be hustling tomorrow afternoon to make sure everything is done on time.

I've been invited to join a Rockport BOH meeting with Joyce tomorrow evening. (Changed from a Public Hearing to a regular meeting including a discussion on NFG.) I'll plan accordingly because I won't have many evening hours available.

Thank you!

Maureen

P.S. I won't need additional funds to be able to go to the conference – it's just a line item adjustment – which ever year it goes in.

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