



MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Heather Meacham, Finance Director

SUBJECT: Budget Amendment for Triangle J Contract for Job Descriptions

DATE: December 12, 2022

**Background:** To provide funds for the agenda item to entering into a contract with Triangle J to provide job descriptions for Town of Pittsboro positions.

**Action Requested:** That the Board of Commissioners adopt the attached budget ordinance amending the FY 2022-2023 operating budget to appropriate funds from fund balance to cover the cost of entering into a contract with Triangle J to provide job descriptions for Town of Pittsboro positions.

**TOWN OF PITTSBORO  
ORDINANCE AMENDING THE  
2022-2023 OPERATING BUDGET**

Be it ordained by the Board of Commissioners of the Town of Pittsboro in regular session assembled on the 12<sup>th</sup> day of December 2022.

Section 1. That the following **GENERAL FUND REVENUE ITEMS** be increased by the amount indicated:

100-9510-95100	GENERAL FUND APPROPRIATED	\$5,000.00
<b>TOTAL</b>		<b>\$5,000.00</b>

Section 2. That the following **GENERAL FUND EXPENDITURES** be increased by the amount indicated:

100-4200-53450	CONTRACTED SERVICES	\$5,000.00
<b>TOTAL</b>		<b>\$5,000.00</b>

Adopted this 12<sup>th</sup> day of December, 2022.

ATTEST:

\_\_\_\_\_  
Cindy S. Perry, Mayor

\_\_\_\_\_  
Carrie L. Bailey, Town Clerk