

Request to Transfer Departmental Budget Dollars to another category

Effective October 1, 2015 (Resolution # 15-2292), the City Administrator must pre-approve all transfers of departmental budget dollars if the transfer is between different categories. Categories consist of Personnel, Capital Equipment and Operational expenses. After the City Administrator gives approval, the request must go to council for their approval.

Instructions:

Complete items below and submit to the City Administrator. Once the request is approved, a Resolution item must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head John A. Jackson

Department Library

Date Submitted 2/13/2017

Budget Category From 01-614-5100 Books To 01-614-1015 Part-time Salaries

If Personnel Accounts, Approval from Human Resources Director is required.

Sandra Patel 2/20/17
Signature & Date

Reason for transfer:

To extend intern program in Genealogy Dept.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$2,700.00</u>	<u>01-614-5100 Books</u>	<u>01-614-1015 Part-time Salaries</u>
<u>\$207.00</u>	<u>01-614-5100 Books</u>	<u>01-614-1030 Payroll Tax</u>
<u>\$93.00</u>	<u>01-614-5100 Books</u>	<u>01-614-1160 Worker's Comp.</u>
<u>\$</u>	<u></u>	<u></u>
<u>\$</u>	<u></u>	<u></u>
<u>\$</u>	<u>3,000.00</u>	<u>Total Amount to Transfer Between Categories.</u>

Approval by City Administrator

Michael Tran
Signature

2/20/17
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # Signature Date

***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****