

Request to Transfer Departmental Budget Dollars to another Department

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 departments. Categories consist of Personnel, Capital Equipment and Operational expenses. After the City Administrator gives approval, the request must go to council for their approval. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

Instructions:

Complete items below (including directors signature) 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.

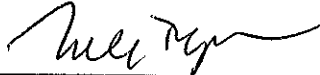
Department Head Transferring	Darrell Russell	
Department	Street Department	Signature
Department Head Receiving	Darrell Russell	
Department	Public Works	Signature
Date Submitted	4/29/2022	
Budget Category	From Personnel	To Personnel

Reason for transfer:

Public Works part time salaries needs funds to provide labor. The money used to come from Sanitation but that department moved to another fund

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$5,000.00	100-3010-5002	100-1060-5002
\$ 5,000.00	Total Amount to Transfer Between Categories.	

Approval by City Administrator


Signature

4/29/22
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #	Signature	Date
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***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****