

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 Sandra Pate
 Department General Government

Date Submitted 4-Jan-15

Budget Category From Miscellaneous/Other To Personnel

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

Sandra Pate
 Signature & Date

Reason for transfer:

Move funds from Election Expense to Employee Continuing Education: Funds were budgeted in Election Expense for subscription software which is no longer needed and the money can now be used to help fund needed tuition education reimbursement for employee continuing education.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$4,500	01-620-8130	01-620-1205
\$		
\$		
\$		
\$		
\$ <u>4,500.00</u>	Total Amount to Transfer Between Categories.	

Approval by City Administrator

Michael L. Pope 1/24/16
 Signature Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____ Signature _____ Date _____

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