

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.

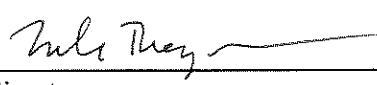
Department Head Jeff Lee
 Department Parks & Recreation
 Date Submitted 5/14/2024
 Budget Category From 100-5036-6011 To 400-5030-5102

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

Reason for transfer:

We originally planned to use funds in the Aaronville Park maintenance account to repair fencing on one of the softball fields. We now plan to replace all of the fencing for this field, making it a capital project.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ 48,000.00	100-5036-6011	400-5030-5102
\$ -		
\$ -		
\$ -		
\$ -		
\$ 48,000.00	Total Amount to Transfer Between Categories.	

Approval by City Administrator 
 Signature _____ Date _____

Finance Department Use Only:

Budget Adjustment Posted:
 Resolution # _____ Signature _____ Date _____

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