

Request to Transfer Departmental Budget Dollars within a category

Effective October 1, 2015 (Resolution # 15-2292), the Finance Director can approve departmental budget transfers between accounts within a category. Categories consist of Personnel and Operational expenses.

Instructions:

Complete items below and submit to the Finance Director/City Treasurer. Once the request is approved, the form will be used to enter the budget adjustment. After the budget adjustment is posted the department will be notified via email with a copy of this form.

Department Head Darrell Russell
Department Public Works
Budget Category Operations

Date Submitted 08/04/2022

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

Signature & Date

Reason for transfer:

items budgeted for FY22 cannot be purchased, so the street department wants to move forward with a purchase
planned for FY24

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$ 16,000.00</u>	<u>100-3014-5100 Capital</u>	<u>100-3011-5100 Capital</u>
	<u>Street Maint (Light Plants)</u>	
<u>\$ 129,572.50</u>	<u>100-3012-5100 Capital</u>	<u>100-3011-5100 Capital</u>
	<u>Traffic Control (Bucket Truck)</u>	
<u>\$ 142,197.50</u>	Total Amount to Transfer Between Accounts.	

Finance Department Use Only:

Approval by Finance Director/City Treasurer

Signature

Date

Budget Adjustment Posted

Signature

Date