

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 _____
Department _____
Budget Category _____

Date Submitted _____

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

Signature & Date

Reason for transfer:

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\$ _____ - Total Amount to Transfer Between Accounts.

Finance Department Use Only:

Approval by Finance Director/City Treasurer

Signature _____ Date _____

Budget Adjustment Posted

Signature _____ Date _____

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. 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 Leslie Gahagan
 Department Nature Parks Signature _____

Date Submitted _____ 2/17/2020

Budget Category From Operating To Capital

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

Reason for transfer:

The park does not need to expend \$7,000 for a prescribed burn in FY2020. Requesting to use those funds to replace the mail aquarium at the Interpretive Center that is malfunctioning.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$7,000.00</u>	<u>100-5090-6020/consulting & professional</u>	<u>100-5090-5100/capital purchase</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<u>\$ 7,000.00</u>	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 *******

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	_____	_____
Department	_____	Signature
Department Head Receiving	_____	_____
Department	_____	Signature
Date Submitted	_____	
	From	To
Budget Category	_____	_____

Reason for transfer:

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\$ _____ - 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 *******

Request to Increase Departmental Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of departmental budget dollars prior to expenditure of funds or submission to council. Categories consist of Personnel, Capital Equipment and Operational Expense. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

Instructions:

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

Department Head	_____	_____
Department	_____	Signature
Budget Category	_____	
Date Submitted	_____	

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

Signature & Date

Reason for Increase:

Amounts of Funds Needed	Account Number & Name
_____	_____
_____	_____
_____	_____
_____	_____

Approval by City Administrator

_____	_____
Signature	Date

Approval by Council President

_____	_____
Signature	Date

Finance Department Use Only:

Budget Adjustment Posted:

_____	_____	_____
Resolution #	Signature	Date

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

Request to Increase Capital Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of capital budget dollars prior to expenditure of funds or submission to council. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

Instructions:

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

Department Head	_____	_____
Department	_____	Signature
Budget Category	_____	
Date Submitted	_____	

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

Signature & Date

Reason for Increase:

Amounts of Funds Needed	Account Number & Name
_____	_____
_____	_____
_____	_____
_____	_____

Approval by City Administrator

_____	_____
Signature	Date

Approval by Council President

_____	_____
Signature	Date

Finance Department Use Only:

Budget Adjustment Posted:

_____	_____	_____
Resolution #	Signature	Date

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