## 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		Chad Christian	
Department		Engineering	
Date Submitted		01/25/2016	
			_
Dardont Catagory		From Conital Pusicata	To
Budget Category		Capital Projects	Capital Projects
If Personnel Accounts	, Approval fr	om Human Resources Director is required.	
			Signature & Date
Reason for transfer:			
GCE Drainage Repair	s overall cost	came in under contract amount. The City can u	se this to fund street lighting requests.
		B (1) (3) (3)	T (1 (2) 1 (2) )
Amounts to Transfer		From (Account Number & Name)	To (Account Number & Name)
	\$2,887.20	12-600-9375 A14 GCE	12-665-7369
	\$2,801.95	Increase 12-5831 & 12-665-7369 - Zero Bud	get Impact
\$			
\$			
\$			
\$	5,689.15	Total Amount to Transfer Between Categories.	
Approval by City Adm	inistrator		
		Signature	Date
	,	Finance Denoutment Has Only	
Budget Adjustment Po	sted:	Finance Department Use Only:	
	<u> </u>		
Resolution #		Signature	Date