

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 Kate Norris
 Department Library
 Budget Category Salaries & Revenue


 Signature

Date Submitted 3/6/2024

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

 3/8/24
 Signature & Date

Reason for Increase:

We received a \$6,000 donation from the Friends of the Foley Public Library to continue funding our
Temporary/Part-time employee through the end of summer

Amounts of Funds Needed	Account Number & Name
<u>\$6,000</u>	<u>Revenue Acct. # 100-5020-4651</u>
<u>\$5,100</u>	<u>Part-time Salaries # 100-5020-5002</u>
<u>\$390</u>	<u>Payroll Tax Expense #100-5020-5004</u>
<u>\$330</u>	<u>Retirement Expense #100-5020-5007</u>
<u>\$180</u>	<u>W/C Expense #100-5020-5008</u>

Approval by City Administrator 
 Signature

3/6/24
 Date

Approval by Council President 
 Signature

3-7-24
 Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____ Signature _____ Date _____

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