

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	Brandy Springsteen	<i>Brandy Springsteen</i> Signature
Department	Municipal Court	

Date Submitted 8/9/2019

Budget Category	From Capital Project	To OPR - Small Tools
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If Personnel Accounts, Approval from Human Resources Director is required.

Signature & Date

Reason for transfer:

Money remaining from capital project at the municipal court. Would like to move some excess funds from capital account to OPR - small tools in order to purchase new chairs for the courtroom. Will be paid from

MCJAF funds.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ 15,340.00	400-1030-5100	100-1030-6053

\$ 15,340.00 Total Amount to Transfer Between Categories.

Approval by City Administrator

Mike Meyer
Signature

Date

8/12/19

Budget Adjustment Posted:

Finance Department Use Only:

Resolution #

Signature

Date