

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. 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 John Jackson
Department Library
Budget Category Operating

Date Submitted 09/03/2023

John A. Jackson
Signature

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

Signature & Date

Reason for Increase:

Dollar General has awarded the library a Youth Literacy grant for \$3,000 to purchase a computer for the children's department. Library requests to accept the grant and amend the revenue account by \$3,000 and the expense account by \$4,000.

Amounts of Funds Needed	Account Number & Name
<u>\$4,000</u>	<u>201-5021-6053 Small Tools/Equipment</u>
<u>\$3,000</u>	<u>201-5021-4202 Dollar General Grant</u>
_____	_____
_____	_____

Approval by City Administrator

Mark Thompson
Signature

9/6/23
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 *******