

## 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	<u>Leslie Gahagan</u> <u>Environmental</u>	_____
		Signature
Department Head Receiving Department	<u>Leslie Gahagan</u> <u>Nature Parks</u>	_____
		Signature
Date Submitted	_____	<u>9/12/2023</u>
Budget Category	From <u>Capital Purchases</u>	To <u>Capital Purchases</u>

Reason for transfer:

The Environmental Department capital truck purchase for FY24 is under budget by \$2982.

The Nature Parks Department capital truck purchase for FY24 is over budget by \$1,367.

Requesting the \$1367 of the under budget amount from Environmental be transferred to the Nature Parks overage.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$1,367</u>	<u>100-2040-5100 Capital</u>	<u>100-5090-5100 Capital</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<u>\$ 1,367.00</u>	<u>Total Amount to Transfer Between Categories.</u>	

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 \*\*\*\*\***