

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 Leslie Gahagan
Department Nature Parks

Date Submitted 12/21/2020

Budget Category From Operational To Personnel

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

Juzanne Williams 12/10/2020
Signature & Date

Reason for transfer:

Need to fill the new budgeted Parks Ranger I earlier than budgeted to help with repairs to the archery ranges that were damaged from the hurricane before the February archery tournament.

Sheet 1 of 2

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ 2,500.00	100-5090-6001 Utilities-Nature Parks	100-5090-5000 Salaries-Nature Parks
\$ 1,500.00	100-5090-6020 Consulting-Nature Parks	100-5090-5000 Salaries-Nature Parks
\$ 615.00	100-5090-6171 Promotional Merchandise	100-5090-5000 Salaries-Nature Parks
\$ 353.00	100-5090-6171 Promotional Merchandise	100-5090-5004 Payroll Tax-Nature P.
\$ 207.00	100-5090-6049 Supplies-Nature Parks	100-5090-5007 Retirement-Nature P
\$ 5,175.00	Total Amount to Transfer Between Categories.	

Approval by City Administrator

Michael Thompson
Signature

12/11/20
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

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

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Date Submitted 12/21/2020

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Suzanne Kellams 12/10/2020
Signature & Date

Reason for transfer:

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damaged from the hurricane before the February archery tournament.

Sheet 2 of 2

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ <u>190.00</u>	<u>100-5090-6049 Supplies-Nature Parks</u>	<u>100-5090-5008 Workers Comp-Nature</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<u>\$ 190.00</u>	Total Amount to Transfer Between Categories.	

Approval by City Administrator

Michael L. Ryan 12/11/20
Signature Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____ Signature _____ Date _____

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LEGISTAR *****