

Request to Transfer Departmental Budget Dollars within a category

Effective October 1, 2015 (Resolution # 15-2292), the Finance Director can approve departmental budget transfers between accounts within a category. Categories consist of Personnel and Operational expenses.

Instructions:

Complete items below and submit to the Finance Director/City Treasurer. Once the request is approved, the form will be used to enter the budget adjustment. After the budget adjustment is posted the department will be notified via email with a copy of this form.

Department Head	Leslie Gahagan
Department	Nature Parks
Budget Category	Operating
Date Submitted	5-Apr-19

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

Signature & Date

Reason for transfer:

Front mount mower with deck at \$34,805 new. Budgeted amount was \$30,000 for a slightly used one. Difference \$4805

Public works has had issues with major maintenance repairs on older models and recommends new one.

Capital project in Nature Parks is \$1420 under budget & transfer \$3385 from Operating Accounts

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ 2,000.00	100-5090-6051 Advertising/Printing	100-5090-5100 Capital Purchases
\$ 750.00	100-5090-6055 Travel/Training	100-5090-5100 Capital Purchases
\$ 400.00	100-5090-6171 Promotional Merchandise	100-5090-5100 Capital Purchases
\$ 235.00	100-5090-6041 Content Hosting	100-5090-5100 Capital Purchases
\$		
\$ 3,385.00	Total Amount to Transfer Between Accounts.	

Finance Department Use Only:

Approval by Finance Director/City Treasurer

Signature

Date

Budget Adjustment Posted

Signature

Date

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.

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	Leslie Gahagan
Department	Nature Parks
Budget Category	Operating
Date Submitted	4/4/2019

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

Signature & Date

Reason for Increase:

Front mount mower with deck was quoted at \$34,805 new. Budgeted amount was \$30,000 for a slightly used one.

Public works has had issues with major maintenance repairs on older models and recommends new one.

Difference is \$4,805, but capital project in Nature Parks is \$1,420 under budget.

We can transfer \$3,385 from operational to make up the difference.

Amounts of Funds Needed	Account Number & Name
\$ 1,420.00	100-5090-5100 Nature Parks Capital Purchase
\$ _____	_____
\$ _____	_____

Approval by City Administrator

Signature _____ Date _____

Approval by Council President

Signature _____ Date _____

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #	Signature	Date
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******* THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *******