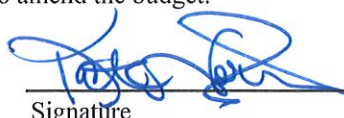



Request to Transfer Departmental Budget Dollars to another category

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 Kate Norris 
Department Library Signature
Date Submitted 6/17/2024
Budget Category From Salaries To Operational
If Personnel Accounts, Approval from Human Resources Director is required. 
Signature & Date 6/19/24

Reason for transfer:

We need an increase in A/V due to the popular demand of Hoopla and other digital services.

Due to personnel changes we have an overage in the salaries account that can be utilized.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$27,000</u>	<u>100-5020-5000 Salaries - Library</u>	<u>100-5020-6168 Audio Visual/E-Books</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u>\$ 27,000.00</u>	<u>Total Amount to Transfer Between Categories.</u>	

Approval by City Administrator 
Signature Date 6/19/24

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # Signature Date

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