

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. Categories consist of Personnel, Capital Equipment and Operational Expense. 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	<u>Gary Schrader</u>	_____
Department	<u>IT</u>	Signature
Budget Category	<u>Capital Lease</u>	_____
Date Submitted	_____	9-May

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

Signature & Date

Reason for Increase:

Increase in revenue & expense (zero effect) for a replacement lease for the folding & stuffing machine at city hall

Amounts of Funds Needed	Account Number & Name
\$ <u>34,783.00</u>	<u>100-1012-4910 lease financing proceeds</u>
\$ <u>34,783.00</u>	<u>100-1040-5102 lease-right to use asset</u>
_____	_____
_____	_____

Approval by City Administrator

Signature

Date

Approval by Council President


Signature

4-9-2022
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____

Signature

Date

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

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 Gary Schrader
Department IT Signature _____

Date Submitted 5/9/2022

Budget Category From operational To Capital

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

Signature & Date _____

Reason for transfer:

New folding machine lease is capital. The monthly payments are budgeted so they need to be transferred

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ <u>2,627.00</u>	<u>100-1040-6030 GE Maintenance</u>	<u>100-1040-7000 lease financing princ</u>
\$ <u>907.00</u>	<u>100-1040-6030 GE Maintenance</u>	<u>100-1010-7010 lease interest</u>
<u>\$ 3,534.00</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 *****