

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

Miranda Bell

Department

Miranda Bell
Signature

Date Submitted

6/20/2024

Budget Category

From

100-1070-5100

To

400-1070-5110 Air-LSS

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

Signature & Date

Reason for transfer:

Capital purchase should have been planned as a capital project.

Amounts to Transfer

From (Account Number & Name)

To (Account Number & Name)

\$25,000.00

100-1070-5100

400-1070-5110 Air-LSS

\$ 25,000.00 Total Amount to Transfer Between Categories.

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 *****