

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 Darrell Russell
 Department Sanitation
 Budget Category Personnel

Date Submitted 7/9/24

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

Suzanne Kella 7/9/24
 Signature & Date

Reason for transfer:

Job analysis conducted resulting in a need to transfer funds from the Reserve for Salary Increases account to personnel accounts in the Sanitation Department

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ 5,055.00	100-6200-5999 Reserve for Salary Inc	601-4011-5000 Salaries-Resi Sani
\$ 390.00	100-6200-5999 Reserve for Salary Inc	601-4011-5004 PY Tax-Resi Sani
\$ 335.00	100-6200-5999 Reserve for Salary Inc	601-4011-5007 Retirement-Resi Sani
\$ 485.00	100-6200-5999 Reserve for Salary Inc	601-4011-5008 WC Expense-Resi Sani
<u>\$ 6,265.00</u>	<u>Total Amount to Transfer Between Accounts.</u>	

Finance Department Use Only:

Approval by Finance Director/City Treasurer

 Signature Date

Budget Adjustment Posted

 Signature Date