Request to Transfer Departmental Budget Dollars to another Department

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 departments. 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 Transferring	Sue Steigerwald	Sue Steigerwald
Department	Finance	Signature
Department Head Receiving	Gary Schrader	Gary Schrader
Department	Information Technology	Signature
Date Submitted	May 6th, 2022	
	From	To
Budget Category	Reserves/Covid-19 Expense	IT-Capital

Reason for transfer:

A change in ARPA funding guidelines allowed all of the funds to be claimed as lost revenue which greatly reduced the reporting burden. Prior to this change, a city-wide server replacement project was budgeted under Covid-19 Expense and those funds can now be moved to IT's departmental capital account.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
$250,000	100-9200-6800/Covid-19 Expense	100-1040-5100/Capital Purchases
251,500		
This is amount that is	currently budgeted for the	servers

$ - 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 *******

S:\Forms - Shared\Budget Increase and Transfer Request Forms