

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.

Instructions:

Complete items below 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	<u>Chad Christian</u>	
Department	<u>Engineering</u>	
Date Submitted	<u>02/04/2016</u>	
Budget Category	<u>From</u> <u>Capital Projects</u>	<u>To</u> <u>Capital Projects</u>

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

Signature & Date

Reason for transfer:

GCE Drainage Repairs overall cost came in under contract amount. The City can use this to fund this request.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$572.88</u>	<u>12-600-9375 A14 GCE</u>	<u>12-665-7333 R12 DOG PK</u>
<u>\$</u>	<u></u>	<u></u>
<u>\$</u>	<u></u>	<u></u>
<u>\$</u>	<u></u>	<u></u>
<u>\$ 572.88</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 *******



Angela Cooper <acooper@cityoffoley.org>

Budget Transfer Requests for 2-15-16 Council Agenda Items

Chad Christian <cchristian@cityoffoley.org>
To: Angela Cooper <acooper@cityoffoley.org>

Mon, Feb 8, 2016 at 10:27 AM

----- Forwarded message -----

From: Michael Thompson <mthompson@cityoffoley.org>
Date: Mon, Feb 8, 2016 at 10:24 AM
Subject: Re: Budget Transfer Requests for 2-15-16 Council Agenda Items
To: Chad Christian <cchristian@cityoffoley.org>

yes I am fine with all three.
Mike

On Mon, Feb 8, 2016 at 10:01 AM, Chad Christian <cchristian@cityoffoley.org> wrote:
Are these OK? We have a noon deadline for agenda due to Katy and Vickey training. Thanks!
[Quoted text hidden]

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Chad P. Christian, P.E.
City Engineer
City of Foley Engineering Dept.
P.O. Box 1750 \ 200 N. Alston St.
Foley, AL 36536
P: 251-970-1104
F: 251-970-2398

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