

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

David Thompson

Department

Sports Tourism

Date Submitted

12/13/2021

Budget Category

From

207-5042-6053 (General Fund)

To

100-5040-5100 (Capital)

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

Signature & Date

Reason for transfer:

Capital Purchase has increased in price.

Amounts to Transfer

From (Account Number & Name)

To (Account Number & Name)

\$ 3,198.56

207-5042-6053

100-5040-5100

\$

\$

\$ 3,198.56

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 *****



David Thompson <dthompson@cityoffoley.org>

Re: Approval

1 message

Michael Thompson <mthompson@cityoffoley.org>
To: David Thompson <dthompson@cityoffoley.org>
Cc: Miranda Bell <mbell@cityoffoley.org>

Mon, Dec 13, 2021 at 4:01 PM

Hi David,
I am fine with this budget transfer.
Mike

On Mon, Dec 13, 2021 at 3:52 PM David Thompson <dthompson@cityoffoley.org> wrote:
Mike, I thought about it and I can move Small Tools Money to cover the Capital Increase. Can you please give consent in an email or sign and email form back? Thanks.

David



David Thompson
Executive Director of Leisure
Services
Foley Sports Tourism
(o) 251-970-3697
dthompson@cityoffoley.org
www.FoleySportsTourism.com

