

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 Leslie Gahagan
Department Environmental

Date Submitted 16-Mar-18

Budget Category From Operating To Personnel

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

Sandra Rote 3/16/18
Signature & Date

Reason for transfer:

Due to loss of Easter Seals volunteer, increased projects on grounds and maternity leave for all employees, part time salaries will be exhausted. Also there will not be a prescribed burn this year freeing up the habitat management money.

We plan to increase existitng part time employees' hours.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ 6,000.00	100-630-8151 Habitat Management	100-630-1015 Part Time Salaries
\$ 500.00	100-630-8151 Habitat Management	100-630-1030 Payroll Tax
\$ 200.00	100-630-8151 Habitat Management	100-630-1160 Work Comp
\$		
\$ 6,700.00	Total Amount to Transfer Between Categories.	

Approval by City Administrator

[Signature]
Signature

3/16/18
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****