

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. 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 Gary Schrader 
Department IT Signature

Date Submitted 11/04/2020

Budget Category From Operational To Capital

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

Signature & Date

Reason for transfer:

A portion of the cost to add the sales tax collection modcule is considered capital but the entire cost was budgeted
in operation so \$33,125 needs to be transferred.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ 22,125.00	100-1040-6131 Software Licensing	100-1040-5100 Capital Purchase
\$ 11,000.00	100-1040-6020 Professional Fees	100-1040-5100 Capital Purchase
\$ 33,125.00	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 *****