

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 LaDonna Hinesley

Department Marketing

Date Submitted Sept. 6, 2023

Budget Category From Operations To Capital

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

Signature & Date

Reason for transfer:

The resolution is to memorialize a project to improve lighting in the Railroad Museum exhibit hall.

The cost of the project exceeded \$5,000, so it flipped to a capital expense.

The funding for this project came from an Alabama Historic Commission Grant.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$3,100.00</u>	<u>100-5061-6025</u>	<u>100-5061-5100</u>
<u>\$</u>	_____	_____
<u>\$</u>	_____	_____
<u>\$</u>	_____	_____
<u>\$</u>	_____	_____
<u>\$ 3,100.00</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 *******