

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 11-Jul-16
Budget Category From Marketing operating budget To Capital projects fund
If Personnel Accounts, Approval from Human Resources Director is required. Signature & Date

Reason for transfer:

Last fall Marketing applied for a BP Grant. When applying for the grant, marketing advised council that if the grant was
awarded, that same amount would be transferred from the marketing operating budget to a capital projects to fund
the gateway sign project, which was not eligible for the BP grant.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$32,000</u>	<u>01-625-5210 Marketing operating budget</u>	<u>12-665-7364 Captial Projects fund</u>
<u>\$</u>	<u></u>	<u></u>
<u>\$</u>	<u></u>	<u></u>
<u>\$</u>	<u></u>	<u></u>
<u>\$</u>	<u></u>	<u></u>
<u>\$ 32,000.00</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 *****



Katy Taylor <ktaylor@cityoffoley.org>

Marketing Dept. Budget Transfer

Michael Thompson <mthompson@cityoffoley.org>

Tue, Jul 12, 2016 at 9:41 AM

To: Katy Taylor <ktaylor@cityoffoley.org>

Cc: Wayne <wtrawick@trawickb.com>, Wayne <wtrawickb@trawickb.onmicrosoft.com>

Hi Katy/Wayne,

This was how we were going to take advantage of the grant by using the grant money for needs we had identified in Ladonna's budget and then reusing those dollars for the welcome signs, so I am in agreement with this request. The net effect is zero from a budget perspective.

Mike

On Tue, Jul 12, 2016 at 9:32 AM, Katy Taylor <ktaylor@cityoffoley.org> wrote:

Wayne and Mike,

Attached is a budget transfer sheet from LaDonna that needs both of your approvals for item 16-0406 that will be on the agenda.

Miranda said you can email your approval to me and I will attach them as back up along with the form.

Thanks

Katy

Katy Taylor, CMC || Assistant City Clerk || City of Foley

407 East Laurel Avenue Foley, Alabama 36535 ||

251.943.1545 || ktaylor@cityoffoley.org





Katy Taylor <ktaylor@cityoffoley.org>

Marketing Dept. Budget Transfer

Wayne <wtrawick@trawickb.com>

Tue, Jul 12, 2016 at 10:12 AM

To: Katy Taylor <ktaylor@cityoffoley.org>, Michael Thompson <mthompson@cityoffoley.org>

Katy

The transfer is Ok

Wayne Trawick

1300 N. McKenzie St.

Foley, AL. 36535

251-943-5000

251-978-7277

From: Katy Taylor [mailto:ktaylor@cityoffoley.org]

Sent: Tuesday, July 12, 2016 9:32 AM

To: Wayne <wtrawick@trawickb.com>; Wayne <wtrawick@trawickb.com>; Michael Thompson <mthompson@cityoffoley.org>

Subject: Marketing Dept. Budget Transfer

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