Request to Transfer Departmental Budget Dollars to another category

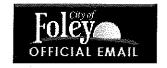
Effective October 1, 2015 (Resolution # 15-2292), the City Administrator must pre-approve all transfers of departmental budget dollars if the transfer is between different categories. Categories consist of Personnel, Capital Equipment and Operational expenses. After the City Administrator gives approval, 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	
	From	То
Budget Category	Marketing operating budget	Capital projects fund
If Daysonnal Aggaints Annroyal fre	m Human Pasauraga Divactor is required	
ii reisoiniei Accounts, Approvai iit	om 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 b	e transferred from the marketing operating budg	get 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)
\$32,000	01-625-5210 Marketing operating budget	12-665-7364 Captial Projects fund
\$		
\$		
\$		
\$		
	Total Amount to Transfer Between Categories.	
32,000,00	Total I infount to I and to I be week a category	
Approval by City Administrator		
	Signature	Date
,		
Budget Adjustment Posted:	Finance Department Use Only:	
Resolution #	Cionoturo	Data
RESORUTION #	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 <wtrawickb.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 thse dollars for the wlecome 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,

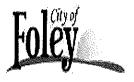
Attached is a budget transfer sheet from LaDonna that needs both of your approvals for item 16-0406 that will be on the agenda.

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

[Quoted text hidden]