

Request to Transfer Departmental Budget Dollars within a category

Effective October 1, 2015 (Resolution # 15-2292), the Finance Director can approve departmental budget transfers between accounts within a category. Categories consist of Personnel and Operational expenses.

Instructions:

Complete items below and submit to the Finance Director/City Treasurer. Once the request is approved, the form will be used to enter the budget adjustment. After the budget adjustment is posted the department will be notified via email with a copy of this form.

Department Head

Department

Budget Category

Date Submitted

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

Signature & Date

Reason for transfer:

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ -	Total Amount to Transfer Between Accounts.	

Finance Department Use Only:

Approval by Finance Director/City Treasurer

SignatureDate

Budget Adjustment Posted

SignatureDate

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 Leslie Gahagan _____
Department Nature Parks _____ Signature _____

Date Submitted 5/23/2023 _____

Budget Category From Sales of Assets _____ To Operating _____

If Personnel Accounts, Approval from Human Resources Director is required. _____
Signature & Date _____

Reason for transfer:

Monitoring equipment is under the capital purchase threshold. The cost of the equipment is \$2500.

The supplies will be needed for regular monitoring of the grant projects.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$ 2,500.00</u>	<u>100-2040-5100 Capital</u>	<u>100-2040-6053 Small Tools</u>
<u>\$5,000</u>	<u>100-2040-5100 Capital</u>	<u>100-2040-6049 Supplies</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<u>\$ 7,500.00</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 *******

Request to Transfer Departmental Budget Dollars to another Department

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 departments. 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 Transferring Department	<u>General Government</u>	<u>Signature</u>
Department Head Receiving Department	<u>Leslie Gahagan</u> <u>Nature Parks</u>	<u>Signature</u>
Date Submitted	<u>5/23/2023</u>	
Budget Category	From <u>Sales of Assets</u>	To <u>Operating</u>

Reason for transfer:

Sale of timber from Graham Creek Preserve brought in a little over \$21,000 in revenue. Nature Parks would like some
of those funds to re-establish the disc golf course that was affected by the timber cutting. This includes an overflow
gravel parking area, rental of equipment to clear debris and trees to plant as a buffer area. The amoun requested is
\$15,000.00

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$ 15,000.00</u>	<u>Sales of Assets</u>	<u>100-5090-6010 & Building & Grounds Ma</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u>\$ 15,000.00</u>	Total Amount to Transfer Between Categories.	

Approval by City Administrator

<u>Signature</u>	<u>Date</u>
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Finance Department Use Only:

Budget Adjustment Posted:

<u>Resolution #</u>	<u>Signature</u>	<u>Date</u>
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***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****

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Request to Increase Departmental Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of departmental budget dollars prior to expenditure of funds or submission to council. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

Instructions:

Complete items below and submit to the City Administrator and Council President. Once the request is approved, a Resolution must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head	Leslie Gahagan	
Department	Nature Parks	Signature
Budget Category	Operating	
Date Submitted	24-May	

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

Signature & Date

Reason for Increase:

Due to the timber cutting operation, Nature Parks is requesting to increase the revenue and expenditures account.

The timber sales increased the Sale of Assets Revenue Account by \$32680.60. Nature Parks is requesting to increase the Building and Maintenance NP Account by \$20,000 to restore and repair the area with trees, overflow parking and debris cleanup.

Amounts of Funds Needed	Account Number & Name
(\$32,681)	100-1012-4610 Sale of Assets
\$20,000	100-5090-6100 Builing & Grounds Maintenance - NP

Approval by City Administrator

Signature	Date
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Approval by Council President

Signature	Date
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Finance Department Use Only:

Budget Adjustment Posted:

Resolution #	Signature	Date
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***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN LEGISTAR *****