

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

Department

Date Submitted

LaDanna Hinesley
Marketing

3/1/17

Budget Category

From
01-625-8050 + 8110

To
01-625-1015

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

Sandra Pate
Signature & Date

Reason for transfer:

For Funding Internship position for 8 weeks.

Amounts to Transfer

From (Account Number & Name)

To (Account Number & Name)

\$ 1,120.00

01-625-8050

01-625-1015

\$ 1120.00

01-625-8110

01-625-1015

\$ 175.00

01-625-8050

01-625-1030

\$ 10.00

01-625-8050

01-625-1160

\$

\$ 2425.00

- Total Amount to Transfer Between Categories.

Approval by City Administrator

Julie Thompson
Signature

3/1/17
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****