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	Pam Harris	Pam Harris
Department	Senior Center	Signature
Department Head Receiving	Pam Harris	Pam Harris
Department	Municipal Complex	Signature
Date Submitted	9/13/2021	

	From	To
Budget Category	Operational	Operational

Reason for transfer:

Funds are needed to repair the Civic Center stage floor, replace worn out door locks to exterior doors in the Civic Center and purchase nine (9) exeutive chairs for the Council Chambers.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
$6,500	100-5070-6178 (Dance Expense)	100-1020-6010 (Bldg & Grounds)
$2,500	100-5070-6052 (Public Relations)	100-1020-6053 (Sm Tool/Equip/Furn)
$3,500	100-5070-6178 (Dance Expense)	100-1020-6053 (Sm Tool/Equip/Furn)
$1,000	100-5070-6177 (Senior ~~Trips~~ Socials)	100-1020-6010 (Bldg & Grounds)
$ 13,500.00	Total Amount to Transfer Between Categories.	

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 *****