

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 Sue Steigerwald
Department Finance
Date Submitted *Sue Steigerwald* 10/8/2015
From General Government Operational To Municipal Complex Maintenance & Rpr
Budget Category

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

Signature & Date

Reason for transfer:

Account was initially set up under General Government when the use of the ^{Peteet} building was unknown. Building was later leased to the Performing Arts Association and renovations/upgrades were charged against this account.

The projects have been completed. According the the lease, the City is responsible for maintenance/repair.

Request to move the account balance to Municipal Complex's Maintenance & Repair Category.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ <u>4,421.334,515.00</u>	<u>01-620-2194 (Peteet Building Operations)</u>	<u>01-616-4140 (Property Maint & Rpr)</u>
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____
\$ <u>4,421.33 4,515.00</u>	Total Amount to Transfer Between Categories.	

Approval by City Administrator

Michael Thompson
Signature

10/12/15
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____ Signature _____ Date _____

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