

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	Darrell Russell	
Department	Maintenance Shop	Signature
Department Head Receiving	Darrell Russell	
Department	Public Works	Signature
Date Submitted	11/06/2019	
Budget Category	From Capital	To Operations

Reason for transfer:

There will be money remaining in the maintenance shop's capital purchase budget after all has been purchased.

The roof on the Public Works building is in need of repair. My request for 5K never made it to the FY 20 budget, so

I would like to do a transfer.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$5,000.00	100-1050-5100	100-1060-6010
\$ 5,000.00	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 A COUNCIL REQUEST