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: Miriam /Boutwell

Department: CDD

Date Submitted: 3/24/2017

	From	To
Budget Category	615-5025 Supplies P&Z	615-1011 Overtime

If Personnel Accounts, Approval from Human Resources Director is required. Sandra Pate 3/24/17

Signature & Date

Reason for transfer:

Patsy & Billie are non-exempt employees. Patsy has maxed out her Comp Time so we need to transfer some funds into the Overtime account. The amount of paperwork is overwhelming for all the permits & we can't get the scanning/filing done during regular business hours. We are not asking for additional funds.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
$1,000	615-5025 Supplies P&Z	615-1011 Overtime
$		
$		
$		
$ 1,000.00	Total Amount to Transfer Between Categories.	

Approval by City Administrator

Signature: [illegible]

Date: 3/24/17

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

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

C:\Users\spate\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\Y5UXBD05\Budget Increase and Transfer Request Forms (3).xlsx