

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	Sandra Pate / Darrell Russell	
Department	Gen Gov/HR & Sanitation	
Date Submitted	3/25/2019	
Budget Category	From Personnel - Sanitation	To Personnel - Gen Gov
If Personnel Accounts, Approval from Human Resources Director is required.		
 Signature & Date		

Reason for transfer:

Darrell has surplus in his salaries account and he has agreed to allow a \$5k transfer to help us continue to employ our HR Temp Worker through the remainder of the year to help us get caught up and to help with special projects.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$5,000	100-4010-5000	100-1010-5000 100 - 1010 - 5003
\$		
\$		
\$		
\$		
\$		
<u>5,000.00</u>	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 *****