

## 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.

Sandra Pate  
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)
<u>\$5,000</u>	<u>100-4010-5000</u>	<u>100-1010-5000 100-1010-5003</u>
<u>\$</u>		
<u>\$</u>		
<u>\$</u>		
<u>\$</u>		
<u>\$</u>		
<u>\$ 5,000.00</u>	Total Amount to Transfer Between Categories.	

Approval by City Administrator

[Signature]  
Signature

3/25/19  
Date

### Finance Department Use Only:

Budget Adjustment Posted:

Resolution # \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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