

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 Community Development

Date Submitted 7/9/2017

Budget Category From 615-4010 Building Maintenance To 615-1011 Overtime

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

Sandra Pate 7/11/17
Signature & Date

Reason for transfer:

Patsy & Billie are having to work over to try & keep up with the work load. Patsy has maxed out her Comp Time so

I need to transfer funds to get us through the remainder of the fiscal year.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$1,000</u>	<u>615-4010 Building Maintenance</u>	<u>615-1011 Overtime</u>
<u>\$</u>	<u></u>	<u></u>
<u>\$</u>	<u></u>	<u></u>
<u>\$</u>	<u></u>	<u></u>
<u>\$ 1,000.00</u>	<u>Total Amount to Transfer Between Categories.</u>	

Approval by City Administrator

Michael Pate
Signature

7/11/17
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # Signature Date

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