

## Request to Transfer Departmental Budget Dollars to another category

23-0697

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. 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	<u>Darrell Russell</u>	<u><i>Darrell Russell</i></u>
Department	<u>Public Works</u>	Signature

Date Submitted	<u>12/6/2023</u>
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Budget Category	From <u>Capital</u>	To <u>Operations</u>
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If Personnel Accounts, Approval from Human Resources Director is required.

\_\_\_\_\_  
Signature & Date

### Reason for transfer:

One trailer was budgeted for \$10k, and we found two trailers for \$4,999.99 each, making us eligible to purchase the two trailers under the capital threshold

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$ 10,000.00</u>	<u>100-3013-5100</u>	<u>100-3013-6053</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<u>\$ 10,000.00</u>	<u>Total Amount to Transfer Between Categories.</u>	

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 \*\*\*\*\***