

Request to Transfer Departmental Budget Dollars to another Department

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 departments. 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 Transferring	<u>Darrell Russell</u>	<u><i>Darrell Russell</i></u>
Department	<u>Street</u>	Signature
Department Head Receiving	<u>Darrell Russell</u>	<u><i>Darrell Russell</i></u>
Department	<u>Public Works</u>	Signature
Date Submitted	<u>2/9/2023</u>	
Budget Category	From <u>Personnel</u>	To <u>Personnel</u>

Reason for transfer:

To cover expenses for a temporary position

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$ 6,000.00</u>	<u>100-3010-5000 Salaries- Street</u>	<u>100-1060-5002 PT Salaries- Public Works</u>
<u>\$ 450.00</u>	<u>100-3010-5004 Payroll Tax- Street</u>	<u>100-1060-5004 Payroll Tax- Public Works</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u>\$ 6,450.00</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 *******