

**Request to Transfer Departmental Budget Dollars within a category**

Effective October 1, 2015 (Resolution # 15-2292), the Finance Director can approve departmental budget transfers between accounts within a category. Categories consist of Personnel and Operational expenses.

Instructions:

Complete items below and submit to the Finance Director/City Treasurer. Once the request is approved, the form will be used to enter the budget adjustment. After the budget adjustment is posted the department will be notified via email with a copy of this form.

Department Head \_\_\_\_\_  
Department \_\_\_\_\_  
Budget Category \_\_\_\_\_

Date Submitted \_\_\_\_\_

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

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

Reason for transfer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\$ \_\_\_\_\_ - Total Amount to Transfer Between Accounts.

**Finance Department Use Only:**

Approval by Finance Director/City Treasurer

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

Budget Adjustment Posted

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

**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. 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 Leslie Gahagan \_\_\_\_\_  
 Department Nature Parks \_\_\_\_\_ Signature

Date Submitted \_\_\_\_\_ 2/8/2023

Budget Category From Operating \_\_\_\_\_ To Capital Equipment \_\_\_\_\_

If Personnel Accounts, Approval from Human Resources Director is required. \_\_\_\_\_  
 Signature & Date

Reason for transfer:

John Deere Gator XUV590M Quote - \$16,549.84 (lowest quote) and Budgeted \$15,000

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$1,549.84</u>	<u>100-5090-6010 Bld &amp; Grounds Main.</u>	<u>100-5090-5100 Capital</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

\$ 1,549.84 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 \*\*\*\*\***

**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 Department	_____	_____
	_____	Signature
Department Head Receiving Department	_____	_____
	_____	Signature
Date Submitted	_____	
	From	To
Budget Category	_____	_____

Reason for transfer:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\$ \_\_\_\_\_ - 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 \*\*\*\*\***

## Request to Increase Departmental Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of departmental budget dollars prior to expenditure of funds or submission to council. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

Instructions:

Complete items below and submit to the City Administrator and Council President. Once the request is approved, a Resolution must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head Leslie Gahagan \_\_\_\_\_  
 Department Environmental \_\_\_\_\_ Signature  
 Budget Category Operating Account \_\_\_\_\_  
 Date Submitted \_\_\_\_\_ 20-Oct \_\_\_\_\_

If Personnel Accounts, Approval from Human Resources Director is required. \_\_\_\_\_  
 Signature & Date

Reason for Increase:

To perform a Phase II Environmental Site Assessment on the Hamburg Building \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Amounts of Funds Needed	Account Number & Name
<u>\$20,150.00</u>	<u>100-2040-6020 Consulting &amp; Professional Fees</u>
_____	_____
_____	_____
_____	_____

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 Approval by City Administrator  
 \_\_\_\_\_  
 Signature Date

Approval by Council President  
 \_\_\_\_\_  
 Signature Date

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**Finance Department Use Only:**  
 Budget Adjustment Posted: \_\_\_\_\_  
 Resolution # Signature Date

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