

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
Department

Darrell Russell
Public Works

Date Submitted

1/13/17

Budget Category

From
01-610-5010 Small Tools

To

01-607-1011 Overtime

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

Sandra Tate 1/13/17
Signature & Date

Reason for transfer:

Need to cover amount of overtime used during FSTC tournaments
and prepare for upcoming Archery tournament in February.

Amounts to Transfer

From (Account Number & Name)

To (Account Number & Name)

\$ 3,000

01-610-5010

01-607-1011

\$

\$

\$

\$

\$ 3,000

- Total Amount to Transfer Between Categories.

Approval by City Administrator

Michael Rowe
Signature

1/13/17
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

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