

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 John A. Jackson
Department Library
Budget Category Library Fund

Date Submitted 12/28/2016

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

Reason for transfer:

Gift from Friends of the Foley Public Library to purchase shelving for Genealogy Dept.

Results in increase in revenue and expense accounts with zero increase in budget overall.

Table with 3 columns: Amounts to Transfer, From (Account Number & Name), To (Account Number & Name). It contains a list of transfer amounts totaling \$3,000.00 and a final row for the total amount to transfer between accounts.

Finance Department Use Only:

Approval by Finance Director/City Treasurer
Signature Date
Budget Adjustment Posted
Signature Date